

Material Safety Data Sheet

SECTION 1 PRODUCT AND COMPANY IDENTIFICATION

Chevron Hydraulic Oil AW

Product Use: Hydraulic Oil

Product Number(s): CPS255673, CPS255674, CPS255675

Synonyms: Chevron Hydraulic Oil AW ISO 32, Chevron Hydraulic Oil AW ISO 46, Chevron Hydraulic Oil AW ISO 68

Company Identification

Chevron Products Company

a division of Chevron U.S.A. Inc.

6001 Bollinger Canyon Rd.

San Ramon, CA 94583

United States of America

www.chevronlubricants.com

Transportation Emergency Response

CHEMTREC: (800) 424-9300 or (703) 527-3887

Health Emergency

Chevron Emergency Information Center: Located in the USA. International collect calls accepted. (800) 231-0623 or (510) 231-0623

Product Information

email : lubemsds@chevron.com

Product Information: (800) LUBE TEK

MSDS Requests: (800) 414-6737

USEPA SF



1338128

SECTION 2 COMPOSITION/ INFORMATION ON INGREDIENTS

COMPONENTS	CAS NUMBER	AMOUNT
Highly refined mineral oil (C15 - C50)	Mixture	90 - 100 %weight

SECTION 3 HAZARDS IDENTIFICATION

IMMEDIATE HEALTH EFFECTS

Eye: Not expected to cause prolonged or significant eye irritation.

Skin: Contact with the skin is not expected to cause prolonged or significant irritation. Not expected to be harmful to internal organs if absorbed through the skin. High-Pressure Equipment Information: Accidental high-velocity injection under the skin of materials of this type may result in serious injury. Seek medical attention at once should an accident like this occur. The initial wound at the injection site may not appear to be serious at first; but, if left untreated, could result in disfigurement or amputation of the affected part.

Ingestion: Not expected to be harmful if swallowed.

Inhalation: Not expected to be harmful if inhaled. Contains a petroleum-based mineral oil. May cause respiratory irritation or other pulmonary effects following prolonged or repeated inhalation of oil mist at airborne levels above the recommended mineral oil mist exposure limit. Symptoms of respiratory irritation may include coughing and difficulty breathing.

SECTION 4 FIRST AID MEASURES

Eye: No specific first aid measures are required. As a precaution, remove contact lenses, if worn, and flush eyes with water.

Skin: No specific first aid measures are required. As a precaution, remove clothing and shoes if contaminated. To remove the material from skin, use soap and water. Discard contaminated clothing and shoes or thoroughly clean before reuse.

Ingestion: No specific first aid measures are required. Do not induce vomiting. As a precaution, get medical advice.

Inhalation: No specific first aid measures are required. If exposed to excessive levels of material in the air, move the exposed person to fresh air. Get medical attention if coughing or respiratory discomfort occurs.

Note to Physicians: In an accident involving high-pressure equipment, this product may be injected under the skin. Such an accident may result in a small, sometimes bloodless, puncture wound. However, because of its driving force, material injected into a fingertip can be deposited into the palm of the hand. Within 24 hours, there is usually a great deal of swelling, discoloration, and intense throbbing pain. Immediate treatment at a surgical emergency center is recommended.

SECTION 5 FIRE FIGHTING MEASURES

Leaks/ruptures in high pressure system using materials of this type can create a fire hazard when in the vicinity of ignition sources (eg. open flame, pilot lights, sparks, or electric arcs).

FIRE CLASSIFICATION:

OSHA Classification (29 CFR 1910.1200): Not classified by OSHA as flammable or combustible.

NFPA RATINGS: Health: 0 Flammability: 1 Reactivity: 0

FLAMMABLE PROPERTIES:

Flashpoint: (Cleveland Open Cup) 170 °C (338 °F) Minimum

Autoignition: No Data Available

Flammability (Explosive) Limits (% by volume in air): Lower: No data available Upper: No data available

EXTINGUISHING MEDIA: Use water fog, foam, dry chemical or carbon dioxide (CO2) to extinguish flames.

PROTECTION OF FIRE FIGHTERS:

Fire Fighting Instructions: This material will burn although it is not easily ignited. For fires involving this material, do not enter any enclosed or confined fire space without proper protective equipment, including self-contained breathing apparatus.

Combustion Products: Highly dependent on combustion conditions. A complex mixture of airborne solids, liquids, and gases including carbon monoxide, carbon dioxide, and unidentified organic compounds will be evolved when this material undergoes combustion.

SECTION 6 ACCIDENTAL RELEASE MEASURES

Protective Measures: Eliminate all sources of ignition in vicinity of spilled material.

Spill Management: Stop the source of the release if you can do it without risk. Contain release to prevent further contamination of soil, surface water or groundwater. Clean up spill as soon as possible, observing precautions in Exposure Controls/Personal Protection. Use appropriate techniques such as applying non-combustible absorbent materials or pumping. Where feasible and appropriate, remove contaminated soil. Place contaminated materials in disposable containers and dispose of in a manner consistent with applicable regulations.

Reporting: Report spills to local authorities and/or the U.S. Coast Guard's National Response Center at (800) 424-8802 as appropriate or required.

SECTION 7 HANDLING AND STORAGE

Precautionary Measures: DO NOT USE IN HIGH PRESSURE SYSTEMS in the vicinity of flames, sparks and hot surfaces. Use only in well ventilated areas. Keep container closed.

General Handling Information: Avoid contaminating soil or releasing this material into sewage and drainage systems and bodies of water.

Static Hazard: Electrostatic charge may accumulate and create a hazardous condition when handling this material. To minimize this hazard, bonding and grounding may be necessary but may not, by themselves, be

sufficient. Review all operations which have the potential of generating and accumulating an electrostatic charge and/or a flammable atmosphere (including tank and container filling, splash filling, tank cleaning, sampling, gauging, switch loading, filtering, mixing, agitation, and vacuum truck operations) and use appropriate mitigating procedures. For more information, refer to OSHA Standard 29 CFR 1910.106, 'Flammable and Combustible Liquids', National Fire Protection Association (NFPA 77, 'Recommended Practice on Static Electricity', and/or the American Petroleum Institute (API) Recommended Practice 2003, 'Protection Against Ignitions Arising Out of Static, Lightning, and Stray Currents'.

Container Warnings: Container is not designed to contain pressure. Do not use pressure to empty container or it may rupture with explosive force. Empty containers retain product residue (solid, liquid, and/or vapor) and can be dangerous. Do not pressurize, cut, weld, braze, solder, drill, grind, or expose such containers to heat, flame, sparks, static electricity, or other sources of ignition. They may explode and cause injury or death. Empty containers should be completely drained, properly closed, and promptly returned to a drum reconditioner or disposed of properly.

SECTION 8 EXPOSURE CONTROLS/PERSONAL PROTECTION

GENERAL CONSIDERATIONS:

Consider the potential hazards of this material (see Section 3), applicable exposure limits, job activities, and other substances in the work place when designing engineering controls and selecting personal protective equipment. If engineering controls or work practices are not adequate to prevent exposure to harmful levels of this material, the personal protective equipment listed below is recommended. The user should read and understand all instructions and limitations supplied with the equipment since protection is usually provided for a limited time or under certain circumstances.

ENGINEERING CONTROLS:

Use in a well-ventilated area.

PERSONAL PROTECTIVE EQUIPMENT

Eye/Face Protection: No special eye protection is normally required. Where splashing is possible, wear safety glasses with side shields as a good safety practice.

Skin Protection: No special protective clothing is normally required. Where splashing is possible, select protective clothing depending on operations conducted, physical requirements and other substances in the workplace. Suggested materials for protective gloves include: 4H (PE/EVAL), Nitrile Rubber, Silver Shield, Viton.

Respiratory Protection: No respiratory protection is normally required.

If user operations generate an oil mist, determine if airborne concentrations are below the occupational exposure limit for mineral oil mist. If not, wear an approved respirator that provides adequate protection from the measured concentrations of this material. For air-purifying respirators use a particulate cartridge.

Use a positive pressure air-supplying respirator in circumstances where air-purifying respirators may not provide adequate protection.

Occupational Exposure Limits:

Component	Agency	TWA	STEL	Ceiling	Notation
Highly refined mineral oil (C15 - C50)	ACGIH	5 mg/m3	10 mg/m3	--	--
Highly refined mineral oil (C15 - C50)	OSHA Z-1	5 mg/m3	--	--	--

SECTION 9 PHYSICAL AND CHEMICAL PROPERTIES

Attention: the data below are typical values and do not constitute a specification.

Color: Yellow

Physical State: Liquid

Odor: Petroleum odor

pH: Not Applicable

Vapor Pressure: <0.01 mmHg @ 37.8 °C (100 °F)

Vapor Density (Air = 1): >1

Boiling Point: 315°C (599°F)

Solubility: Soluble in hydrocarbon solvents; insoluble in water.

Freezing Point: Not Applicable

Specific Gravity: 0.86 - 0.9 @ 15.6°C (60.1°F) / 15.6°C (60.1°F)

Density: 0.86 kg/l - 0.87 kg/l @ 15°C (59°F)

Volatile Organic

Compounds (VOC) : <2.1 %weight

Viscosity: 28.8 cSt @ 40°C (104°F) (Min)

SECTION 10 STABILITY AND REACTIVITY

Chemical Stability: This material is considered stable under normal ambient and anticipated storage and handling conditions of temperature and pressure.

Incompatibility With Other Materials: May react with strong acids or strong oxidizing agents, such as chlorates, nitrates, peroxides, etc.

Hazardous Decomposition Products: None known (None expected)

Hazardous Polymerization: Hazardous polymerization will not occur.

SECTION 11 TOXICOLOGICAL INFORMATION

IMMEDIATE HEALTH EFFECTS

Eye Irritation: The eye irritation hazard is based on evaluation of data for similar materials or product components.

Skin Irritation: The skin irritation hazard is based on evaluation of data for similar materials or product components.

Skin Sensitization: No product toxicology data available.

Acute Dermal Toxicity: The acute dermal toxicity hazard is based on evaluation of data for similar materials or product components.

Acute Oral Toxicity: The acute oral toxicity hazard is based on evaluation of data for similar materials or product components.

Acute Inhalation Toxicity: The acute inhalation toxicity hazard is based on evaluation of data for similar materials or product components.

ADDITIONAL TOXICOLOGY INFORMATION:

This product contains petroleum base oils which may be refined by various processes including severe solvent extraction, severe hydrocracking, or severe hydrotreating. None of the oils requires a cancer warning under the OSHA Hazard Communication Standard (29 CFR 1910.1200). These oils have not been listed in the National Toxicology Program (NTP) Annual Report nor have they been classified by the International Agency for Research on Cancer (IARC) as; carcinogenic to humans (Group 1), probably carcinogenic to humans (Group 2A), or possibly carcinogenic to humans (Group 2B). These oils have not been classified by the American Conference of Governmental Industrial Hygienists (ACGIH) as: confirmed human carcinogen (A1), suspected human carcinogen (A2), or confirmed animal carcinogen with unknown relevance to humans (A3).

SECTION 12 ECOLOGICAL INFORMATION

ECOTOXICITY

48 hour(s) EC50: >1000 mg/l (Daphnia magna)

96 hour(s) LC50: >1000 mg/l (Oncorhynchus mykiss)

This material is not expected to be harmful to aquatic organisms.

ENVIRONMENTAL FATE

Ready Biodegradability: This material is not expected to be readily biodegradable. The biodegradability of this material is based on an evaluation of data for the components or a similar material.

SECTION 13 DISPOSAL CONSIDERATIONS

Use material for its intended purpose or recycle if possible. Oil collection services are available for used oil recycling or disposal. Place contaminated materials in containers and dispose of in a manner consistent with applicable regulations. Contact your sales representative or local environmental or health authorities for approved disposal or recycling methods.

SECTION 14 TRANSPORT INFORMATION

The description shown may not apply to all shipping situations. Consult 49CFR, or appropriate Dangerous Goods Regulations, for additional description requirements (e.g., technical name) and mode-specific or quantity-specific shipping requirements.

DOT Shipping Description: PETROLEUM LUBRICATING OIL, NOT REGULATED AS A HAZARDOUS MATERIAL FOR TRANSPORTATION UNDER 49 CFR

Additional Information: NOT HAZARDOUS BY U.S. DOT. ADR/RID HAZARD CLASS NOT APPLICABLE.

IMO/IMDG Shipping Description: PETROLEUM LUBRICATING OIL; MAY BE REGULATED AS DANGEROUS GOODS FOR TRANSPORT UNDER THE IMDG CODE

ICAO/IATA Shipping Description: PETROLEUM LUBRICATING OIL; NOT REGULATED AS DANGEROUS GOODS FOR TRANSPORT UNDER ICAO TI OR IATA DGR

SECTION 15 REGULATORY INFORMATION
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EPCRA 311/312 CATEGORIES: 1. Immediate (Acute) Health Effects: NO

2. Delayed (Chronic) Health Effects: NO

3. Fire Hazard: NO

4. Sudden Release of Pressure Hazard: NO

5. Reactivity Hazard: NO

REGULATORY LISTS SEARCHED:

01-1=IARC Group 1	03=EPCRA 313
01-2A=IARC Group 2A	04=CA Proposition 65
01-2B=IARC Group 2B	05=MA RTK
02=NTP Carcinogen	06=NJ RTK
	07=PA RTK

No components of this material were found on the regulatory lists above.

CHEMICAL INVENTORIES:

All components comply with the following chemical inventory requirements: AICS (Australia), DSL (Canada), ENCS (Japan), IECSC (China), KECI (Korea), PICCS (Philippines), TSCA (United States).

One or more components is listed on ELINCS (European Union). Secondary notification by the importer may be

required. All other components are listed or exempted from listing on EINECS.

NEW JERSEY RTK CLASSIFICATION:

Under the New Jersey Right-to-Know Act L. 1983 Chapter 315 N.J.S.A. 34:5A-1 et. seq., the product is to be identified as follows: PETROLEUM OIL (Hydraulic oil)

WHMIS CLASSIFICATION:

This product is not considered a controlled product according to the criteria of the Canadian Controlled Products Regulations.

SECTION 16 OTHER INFORMATION

NFPA RATINGS: Health: 0 Flammability: 1 Reactivity: 0

HMIS RATINGS: Health: 1 Flammability: 1 Reactivity: 0

(0-Least, 1-Slight, 2-Moderate, 3-High, 4-Extreme, PPE:- Personal Protection Equipment Index recommendation, *- Chronic Effect Indicator). These values are obtained using the guidelines or published evaluations prepared by the National Fire Protection Association (NFPA) or the National Paint and Coating Association (for HMIS ratings).

LABEL RECOMMENDATION:

Label Category : INDUSTRIAL OIL 1 - IND1

REVISION STATEMENT: This revision updates the following sections of this Material Safety Data Sheet: 5,9,16

Revision Date: April 08, 2009

ABBREVIATIONS THAT MAY HAVE BEEN USED IN THIS DOCUMENT:

TLV - Threshold Limit Value	TWA - Time Weighted Average
STEL - Short-term Exposure Limit	PEL - Permissible Exposure Limit
	CAS - Chemical Abstract Service Number
ACGIH - American Conference of Government Industrial Hygienists	IMO/IMDG - International Maritime Dangerous Goods Code
API - American Petroleum Institute	MSDS - Material Safety Data Sheet
CVX - Chevron	NFPA - National Fire Protection Association (USA)
DOT - Department of Transportation (USA)	NTP - National Toxicology Program (USA)
IARC - International Agency for Research on Cancer	OSHA - Occupational Safety and Health Administration

Prepared according to the OSHA Hazard Communication Standard (29 CFR 1910.1200) and the ANSI MSDS Standard (Z400.1) by the Chevron Energy Technology Company, 100 Chevron Way, Richmond,

California 94802.

The above information is based on the data of which we are aware and is believed to be correct as of the date hereof. Since this information may be applied under conditions beyond our control and with which we may be unfamiliar and since data made available subsequent to the date hereof may suggest modifications of the information, we do not assume any responsibility for the results of its use. This information is furnished upon condition that the person receiving it shall make his own determination of the suitability of the material for his particular purpose.

MATERIAL SAFETY DATA SHEET

State Chemical Division – State Industrial Products
3100 Hamilton Avenue, Cleveland, OH 44114 (216) 861-7114

State Chemical Ltd.
1745 Meyerside Dr., Unit #1, Mississauga, Ontario L5T 1C6 (905) 670-46699

1. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Name: **AP GREASE**
Product Description: A high temperature, non-melt grease.

24 Hour Emergency CHEMTREC Number: 800-424-9300
MSDS Number: M00193

2. COMPOSITION/INFORMATION ON INGREDIENTS

<u>Hazardous Ingredients</u>	<u>CAS Number</u>	<u>Weight</u>	<u>ACGIH</u>	<u>OSHA</u>
Inorganic Clay	68911-87-5	< 15%	NE	NE
Mineral Oil	64742-65-0	< 70%	5 mg/m3	5 mg/m3
Mineral Oil	64742-62-7	< 17%	5 mg/m3	5 mg/m3
Antimony Diaklyldithiocarbamate	15890-25-2	< 10%	NE	NE
Propylene Carbonate	108-32-7	< 7.0%	NE	NE
Polyisobutylene	9003-27-4	< 10%	NE	NE

3. HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

May cause eye and skin irritation. May be harmful if swallowed.

POTENTIAL HEALTH EFFECTS

Eye Contact: May cause eye irritation.
Skin Contact: May cause skin irritation. Prolonged or repeated exposure may cause dermatitis.
Inhalation: Overexposure to vapors or fumes may cause headaches, dizziness, and/or drowsiness.
Ingestion: Harmful if swallowed. May cause vomiting, nausea, diarrhea.

4. FIRST AID MEASURES

Eye Contact: Promptly flush with a large amount of water for at least 15 minutes. If irritation persists, consult a physician.
Skin Contact: Promptly wash with soap and water and rinse thoroughly. Remove contaminated clothing and launder before reuse. If irritation persists, consult a physician.
Inhalation: Remove to fresh air. Restore breathing if necessary. If irritation persists, consult a physician.
Ingestion: Do not induce vomiting. Never give anything by mouth to an unconscious person. Contact a physician immediately.

5. FIRE FIGHTING MEASURES

Flashpoint: 495°F (D-92)
Lower Explosive Limit(LEL): NA Upper Explosive Limit(UEL): NA
Autoignition Temperature: 540°F
Extinguishing Media: Carbon Dioxide, dry chemical, foam, water fog, earth or sand. Water may cause frothing.
Fire Fighting Instructions: Wear self-contained breathing apparatus and full protective clothing.

6. ACCIDENTAL RELEASE MEASURES

Ventilate area. Eliminate ignition sources. Halt spill at source, dike and contain. Absorb with sand or inert material and transfer to a proper container. Dispose of in accordance with Federal, State and Local Regulations.

7. HANDLING AND STORAGE

This product is for industrial use only. Use with adequate ventilation. Wash thoroughly after handling. Do not take internally. Avoid contact with skin, eyes and clothing. Keep away from heat, sparks and open flames. Keep out of reach of children. Keep containers closed when not in use. Store in a well-ventilated cool, dry area.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Engineering Controls: Use general or local ventilation to keep exposure levels below exposure limits.
Personal Protective Equipment:
Respiratory: If personal exposure cannot be controlled below applicable limits by ventilation, wear a properly fitted approved respirator.
Eye: Wear approved safety glasses or goggles with unperforated sideshields or faceshield.
Skin: Wear chemically impervious gloves.
Other: An emergency eyewash station or source of clean potable water should be available in case of accidental eye contact.

9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance:	Blue.	Odor:	Petroleum.
Physical State:	Semi-solid.	Evaporation Rate:	NA
Boiling Point:	700°F	Melting Point:	500°F
Freezing Point:	+15°F	%Volatiles by Volume:	0%
Vapor Pressure:	NA	Vapor Density:	NA
Solubility in Water:	Nil	Specific Gravity @16°C:	0.89

10. STABILITY AND REACTIVITY

Stability: Stable.
Hazardous Polymerization: Will not occur.
Conditions to Avoid: Heat, sparks, open flames.
Incompatibility: Strong oxidizers.
Hazardous Decomposition Products: Carbon Monoxide and Carbon Dioxide if incomplete combustion.

11. TOXICOLOGICAL INFORMATION

IARC / NTP / OSHA: This product contains no ingredient at 0.1% or greater that is listed as a human carcinogen.

<u>Hazardous Ingredients</u>	<u>CAS Number</u>	<u>LD50</u>	<u>LC50</u>
Inorganic Clay	68911-87-5	NE	NE
Mineral Oil	64742-65-0	NE	NE
Mineral Oil	64742-62-7	NE	NE
Antimony Diaklyldithiocarbamate	15890-25-2	NE	NE
Propylene Carbonate	108-32-7	> 20 ml/kg (oral rabbit)	NE
Polyisobutylene	9003-27-4	NE	NE

12. ECOLOGICAL INFORMATION

NA

13. DISPOSAL CONSIDERATIONS

Do not reuse empty containers. Dispose of in accordance with all Federal, State and Local Regulations regarding pollution and waste disposal.

14. TRANSPORT INFORMATION

DOT Shipping Data: Not Regulated.
Canadian TDG: Not Regulated.

15. REGULATORY INFORMATION

TSCA: All ingredients in this product are listed or exempt from listing on the TSCA Chemical Inventory.
CEPA: All ingredients in this product are listed or exempt from listing on the Canadian DSL/NDSL.
SARA 313: This product contains the following chemicals subject to the reporting requirements of section 313 of the Emergency Planning and Community Right-To-Know Act of 1986 (40 CFR 372):

Antimony Dialkylidithiocarbamate	15890-25-2	5-8%
Antimony Phosphorothioate	15874-48-3	< 0.7%

HMIS Classification: Health = 2 Flammability = 1 Reactivity = 0 Personal Protection = B
WHMIS Classification: Class D, Division 2B.

16. OTHER INFORMATION

NA = Not Available or Not Applicable
NE = Not Established

Read and follow all label directions and precautions before using the product. These products are intended for industrial and institutional use only. NOT FOR HOUSEHOLD USE OR RESALE. KEEP OUT OF THE REACH OF CHILDREN. While we believe that the data contained herein is factual and the opinions expressed are those of qualified experts, the data are not to be taken as a warranty or representation for which the company assumes legal responsibility. They are offered solely for your consideration, investigation, and verification. Any use of these data and information must be determined by the user to be in accordance with applicable Federal, State, and Local Laws and regulations.

HEALTH AND SAFETY INFORMATION: (216) 861-7114

Prepared On: October 2008

Replaces: October 2005

Completed By: Regulatory Affairs



Material Safety Data Sheet

Page 1 of 8

1. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

CHEVRON DELO Heavy Duty Motor Oil SAE 10W

PRODUCT NUMBER(S): CPS238093 CPS238153

COMPANY IDENTIFICATION

Chevron Products Company
Global Lubricants
555 Market St.
Room 803
San Francisco, CA 94105-2870

EMERGENCY TELEPHONE NUMBERS

HEALTH (24 hr): (800)231-0623 or
(510)231-0623 (International)
TRANSPORTATION (24 hr): CHEMTREC
(800)424-9300 or (703)527-3887
Int'l collect calls accepted

PRODUCT INFORMATION: MSDS Requests: (800) 228-3500
Environmental, Safety, & Health Info: (415) 894-0703
Product Information: (800) 582-3835

2. COMPOSITION/INFORMATION ON INGREDIENTS

100.0 % CHEVRON DELO Heavy Duty Motor Oil SAE 10W

CONTAINING

COMPONENTS	AMOUNT	LIMIT/QTY	AGENCY/TYPE
LUBRICATING BASE OIL			
SEVERELY REFINED PETROLEUM DISTILLATE			
	> 80.00%	5 mg/m3 (mist)	ACGIH TWA
		10 mg/m3 (mist)	ACGIH STEL
		5 mg/m3 (mist)	OSHA PEL

The BASE OIL may be a mixture of any of the following: CAS 64741884, CAS 64741895, CAS 64741964, CAS 64741975, CAS 64742014, CAS 64742525, CAS 64742536, CAS 64742547, CAS 64742627, CAS 64742650, or CAS 72623837.

ADDITIVES INCLUDING THE FOLLOWING
< 20.00%

Revision Number: 3

Revision Date: 06/17/97

MSDS Number: 004455

ZINC ALKYL DITHIOPHOSPHATE

Chemical Name: PHOSPHORODITHIOIC ACID, O,O-DI-C1-14-ALKYL ESTERS, ZINC SALT
CAS68649423 < 1.50% NONE NA

COMPOSITION COMMENT:

All the components of this material are on the Toxic Substances Control Act Chemical Substances Inventory.

This product fits the ACGIH definition for mineral oil mist. The ACGIH TLV is 5 mg/m³, the OSHA PEL is 5 mg/m³.

3. HAZARDS IDENTIFICATION

POTENTIAL HEALTH EFFECTS**EYE:**

Not expected to cause prolonged or significant eye irritation.

SKIN:

Contact with the skin is not expected to cause prolonged or significant irritation. Not expected to be harmful to internal organs if absorbed through the skin.

INGESTION:

Not expected to be harmful if swallowed.

INHALATION:

Contains a petroleum-based mineral oil that may cause respiratory irritation or other pulmonary effects following prolonged or repeated inhalation of airborne levels above the recommended exposure limit.

4. FIRST AID MEASURES

EYE:

No specific first aid measures are required because this material is not expected to cause eye irritation. As a precaution remove contact lenses, if worn, and flush eyes with water.

SKIN:

No specific first aid measures are required because this material is not expected to be harmful if it contacts the skin. As a precaution, remove clothing and shoes if contaminated. Use a waterless hand cleaner, mineral oil, or petroleum jelly to remove the material. Then wash skin with soap and water. Wash or clean contaminated clothing and shoes before reuse.

INGESTION:

No specific first aid measures are required because this material is not expected to be harmful if swallowed. Do not induce vomiting. As a precaution, give the person a glass of water or milk to drink and get medical advice. Never give anything by mouth to an unconscious person.

INHALATION:

If exposed to excessive levels of material in the air, move the exposed person to fresh air. Get medical attention if coughing or respiratory discomfort occurs.

5. FIRE FIGHTING MEASURES

FIRE CLASSIFICATION:

Classification (29 CFR 1910.1200): Not flammable or combustible.

FLAMMABLE PROPERTIES:

FLASH POINT: (COC) 383F (195C) min.

AUTOIGNITION: NDA

FLAMMABILITY LIMITS (% by volume in air): Lower: NA Upper: NA

EXTINGUISHING MEDIA:

CO2, Dry Chemical, Foam, Water Fog

NEPA RATINGS: Health 1; Flammability 1; Reactivity 0.

FIRE FIGHTING INSTRUCTIONS:

This material will burn although it is not easily ignited. For fires involving this material, do not enter any enclosed or confined fire space without proper protective equipment, including self-contained breathing apparatus.

COMBUSTION PRODUCTS:

Normal combustion forms carbon dioxide, water vapor and may produce oxides of sulfur, nitrogen and phosphorus. Incomplete combustion can produce carbon monoxide.

6. ACCIDENTAL RELEASE MEASURES

CHEMTREC EMERGENCY NUMBER (24 hr): (800)424-9300 or (703)527-3887

International Collect Calls Accepted

ACCIDENTAL RELEASE MEASURES:

Stop the source of the leak or release. Clean up releases as soon as possible. Contain liquid to prevent further contamination of soil, surface water or groundwater. Clean up small spills using appropriate techniques such as sorbent materials or pumping. Where feasible and appropriate, remove contaminated soil. Follow prescribed procedures for reporting and responding to larger releases.

7. HANDLING AND STORAGE

Do not use pressure to empty drum or drum may rupture with explosive force. Empty containers retain product residue (solid, liquid, and/or vapor) and can be dangerous. Do not pressurize, cut, weld, braze, solder, drill, grind, or expose such containers to heat, flame, sparks, static electricity, or other sources of ignition. They may explode and cause injury or death. Empty drums should be completely drained, properly bunged, and promptly returned to a drum reconditioner, or properly disposed of. Avoid contaminating soil or releasing this material into sewage and drainage systems and bodies of water.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

ENGINEERING CONTROLS

Use in a well-ventilated area. If user operations generate an oil mist, use process enclosures, local exhaust ventilation, or other engineering controls to control airborne levels below the recommended exposure limits.

PERSONAL PROTECTIVE EQUIPMENT

EYE/FACE PROTECTION:

No special eye protection is normally required. Where splashing is possible, wear safety glasses with side shields as a good safety practice.

SKIN PROTECTION:

No special protective clothing is normally required. Where splashing is possible, select protective clothing depending on operations conducted, physical requirements and other substances. Suggested materials for protective gloves include: <Viton> <Nitrile> <Silver Shield> <4H>

RESPIRATORY PROTECTION:

No special respiratory protection is normally required. If user operations generate an oil mist, determine if airborne concentrations are below the recommended exposure limits. If not, select a NIOSH/MSHA approved respirator that provides adequate protection from concentrations of this material. Use the following elements for air-purifying respirators: particulate.

9. PHYSICAL AND CHEMICAL PROPERTIES

PHYSICAL DESCRIPTION:

Dark brown liquid.

pH: NDA

VAPOR PRESSURE: NA

VAPOR DENSITY

(AIR=1): NA

BOILING POINT: NDA

FREEZING POINT: NDA

MELTING POINT: NA

SOLUBILITY: Soluble in hydrocarbon solvents; insoluble in water.

SPECIFIC GRAVITY: 0.89 @ 15.6/15.6C

EVAPORATION RATE: NA

VISCOSITY: 45 cSt @ 40C

PERCENT VOLATILE

(VOL): NA

10. STABILITY AND REACTIVITY

HAZARDOUS DECOMPOSITION PRODUCTS:

No data available.

CHEMICAL STABILITY:

Stable

CONDITIONS TO AVOID:

No Data Available.

INCOMPATIBILITY WITH OTHER MATERIALS:

May react with strong oxidizing agents, such as chlorates, nitrates, peroxides, etc.

HAZARDOUS POLYMERIZATION:

Polymerization will not occur.

11. TOXICOLOGICAL INFORMATION

EYE EFFECTS:

The eye irritation hazard is based on data for a similar material.

SKIN EFFECTS:

The skin irritation hazard is based on data for a similar material.

ACUTE ORAL EFFECTS:

The acute oral toxicity is based on data for a similar material.

ACUTE INHALATION EFFECTS:

The acute respiratory toxicity is based on data for a similar material.

ADDITIONAL TOXICOLOGY INFORMATION:

This product contains petroleum base oils which may be refined by various processes including severe solvent extraction, severe hydrocracking, or severe hydrotreating. None of the oils requires a cancer warning under the OSHA Hazard Communication Standard (29 CFR 1910.1200). These oils have not been listed in the National Toxicology Program (NTP) Annual Report nor have they been classified by the International Agency for Research on Cancer (IARC) as; carcinogenic to humans (Group 1), probably carcinogenic to humans (Group 2A), or possibly carcinogenic to humans (Group 2B).

This product contains zinc alkyl dithiophosphates (ZDDPs). Several ZDDPs have been reported to have weak mutagenic activity in cultured mammalian cells but only at concentrations that were toxic to the test cells. We do not believe that there is any mutagenic risk to workers exposed to ZDDPs.

During use in engines, contamination of oil with low levels of cancer-causing combustion products occurs. Used motor oils have been shown to cause skin cancer in mice following repeated application and continuous exposure. Brief or intermittent skin contact with used motor oil is not expected to have serious effects in humans if the oil is thoroughly removed by washing with soap and water. See Chevron Material Safety Data Sheet No. 1793 for additional information on used motor oil.

12. ECOLOGICAL INFORMATION

ECOTOXICITY:

This material is not expected to be harmful to aquatic organisms.

ENVIRONMENTAL FATE:

This material is not expected to be readily biodegradable.

13. DISPOSAL CONSIDERATIONS

Oil collection services and collection centers are available for used motor oil recycling or disposal. Some service stations, automotive service centers, and retailers provide motor oil collection facilities.

Place contaminated materials in containers and dispose of in a manner consistent with applicable regulations. Contact your sales representative or local environmental or health authorities for approved disposal or recycling methods.

14. TRANSPORT INFORMATION

The description shown may not apply to all shipping situations. Consult 49CFR, or appropriate Dangerous Goods Regulations, for additional description requirements (e.g., technical name) and mode-specific or quantity-specific shipping requirements.

DOT SHIPPING NAME: NOT DESIGNATED AS A HAZARDOUS MATERIAL BY THE
FEDERAL DOT

DOT HAZARD CLASS: NOT APPLICABLE

DOT IDENTIFICATION NUMBER: NOT APPLICABLE

DOT PACKING GROUP: NOT APPLICABLE

15. REGULATORY INFORMATION

SARA 311 CATEGORIES:

1. Immediate (Acute) Health Effects:	NO
2. Delayed (Chronic) Health Effects:	NO
3. Fire Hazard:	NO
4. Sudden Release of Pressure Hazard:	NO
5. Reactivity Hazard:	NO

REGULATORY LISTS SEARCHED:

01=SARA 313	11=NJ RTK	22=TSCA Sect 5(a)(2)
02=MASS RTK	12=CERCLA 302.4	23=TSCA Sect 6
03=NTP Carcinogen	13=MN RTK	24=TSCA Sect 12(b)
04=CA Prop 65-Carcin	14=ACGIH TWA	25=TSCA Sect 8(a)
05=CA Prop 65-Repro Tox	15=ACGIH STEL	26=TSCA Sect 8(d)
06=IARC Group 1	16=ACGIH Calc TLV	27=TSCA Sect 4(a)
07=IARC Group 2A	17=OSHA PEL	28=Canadian WHMIS
08=IARC Group 2B	18=DOT Marine Pollutant	29=OSHA CEILING
09=SARA 302/304	19=Chevron TWA	30=Chevron STEL
10=PA RTK	20=EPA Carcinogen	

The following components of this material are found on the regulatory lists indicated.

Revision Number: 3

Revision Date: 06/17/97

MSDS Number: 004455

PHOSPHORODITHIOIC ACID, O,O-DI-CL-14-ALKYL ESTERS, ZINC SALTS

is found on lists: 01,11,

SEVERELY REFINED PETROLEUM DISTILLATE

is found on lists: 14,15,17,

EEC RISK AND SAFETY STATEMENTS:

May cause long-term adverse effects in the aquatic environment.

NEW JERSEY RTK CLASSIFICATION:

Under the New Jersey Right-to-Know Act L. 1983 Chapter 315 N.J.S.A.

34:5A-1 et. seq., the product is to be identified as follows:

PETROLEUM OIL

WHMIS CLASSIFICATION:

This product is not considered a controlled product according to the criteria of the Canadian Controlled Products Regulations.

16. OTHER INFORMATION

NFPA RATINGS: Health 1; Flammability 1; Reactivity 0;

HMIS RATINGS: Health 1; Flammability 1; Reactivity 0;

(0-Least, 1-Slight, 2-Moderate, 3-High, 4-Extreme, PPE:- Personal Protection Equipment Index recommendation, *- Chronic Effect Indicator). These values are obtained using the guidelines or published evaluations prepared by the National Fire Protection Association (NFPA) or the National Paint and Coating Association (for HMIS ratings).

REVISION STATEMENT:

PRODUCT DISCONTINUED. This Material Safety Data will no longer be updated.

ABBREVIATIONS THAT MAY HAVE BEEN USED IN THIS DOCUMENT:

TLV - Threshold Limit Value

TWA - Time Weighted Average

STEL - Short-term Exposure Limit

TPQ - Threshold Planning Quantity

RQ - Reportable Quantity

PEL - Permissible Exposure Limit

C - Ceiling Limit

CAS - Chemical Abstract Service Number

AI-5 - Appendix A Categories

() - Change Has Been Proposed

NDA - No Data Available

NA - Not Applicable

Prepared according to the OSHA Hazard Communication Standard

(29 CFR 1910.1200) and the ANSI MSDS Standard (Z400.1) by the Toxicology

and Health Risk Assessment Unit, CRTC, P.O. Box 4054, Richmond, CA 94804

The above information is based on the data of which we are aware and is believed to be correct as of the date hereof. Since this information may be applied under conditions beyond our control and with which we may be unfamiliar and since data made available subsequent to the date hereof may suggest modification of the information, we do not assume any responsibility for the results of its use. This information is furnished upon condition that the person receiving it shall make his own determination of the suitability of the material for his particular purpose.

Revision Number: 3

Revision Date: 06/17/97

MSDS Number: 004455

THIS IS THE LAST PAGE OF THIS MSDS

BURLINGTON NORTHERN SANTA FE, LLC

Policy Name: Records and Information Retention Policy

Effective Date: June 19, 2009

Revised: May 18, 2010

Policy Sponsor: Roger Nober

Executive Vice President Law and Secretary

Approved by: /s/ Matthew K. Rose

Matthew K. Rose

Chairman, President and Chief Executive Officer

Overview and Scope

The objective of the BNSF Records and Information Retention Policy is to provide a consistent and efficient method of (i) retaining and protecting Company Records (defined below), and (ii) disposing of outdated and unnecessary Records and Information (defined below) as permitted by law.

This policy has three components:

- A description of the general principles that apply to Records and Information retention as well as definitions of important terms.
- A Records Retention Schedule with separate sections for (i) Records that transcend departments, such as administrative Records; (ii) departmental-specific Records; and (iii) examples of Records and Information.
- A Records and Information Hold Order ("Hold Order") Program providing instructions for how to handle Records and Information subject to a Hold Order in connection with an anticipated or pending legal claim.

All questions regarding this Policy should be directed to the Manager - Corporate Policies, Compliance and Records at (817) 352-2313.

This Policy applies to Burlington Northern Santa Fe, LLC and all of its wholly-owned subsidiaries ("BNSF" or the "Company"). This Policy applies to all BNSF Records and Information, whether maintained by employees, contractors, or any other person.

This Policy supersedes any and all prior Records and or Information management policies, except for the evidence preservation policies and practices of the BNSF General Claims Department.

Categories

This Policy categorizes a document or data, regardless of form, as a "Record" or as "Information." The retention periods found in the general and departmental sections of the Records Retention

BURLINGTON NORTHERN SANTA FE, LLC

Schedule apply only to Records. Do not retain Information unless it is necessary to perform your job or unless it is subject to a Hold Order.

Records

"Records" serve as the complete and accurate evidence of the organization, functions, policies, decisions, procedures, operations, obligations, activities and business transactions conducted by BNSF.

Records can be paper or they can be stored on electronic media. Examples of Records include the official (or, if only a copy exists) copy of, among other things, meeting minutes, contracts, agreements, appraisals, etc. A more comprehensive list of examples of Records is contained in Examples of Records and Information.

Note that "Record" refers to the "official" version of the record—not to every copy that exists. For example, if you have a copy of the Company's 10-K, you will find a permanent retention period for 10-Ks under external reporting on the Law/Claims schedule. This does not mean that you must retain your copy permanently. An official copy is retained by Corporate Support, and you may dispose of your copy when you no longer need it for a business purpose.

Information

"Information" is everything that is not a Record. It generally includes administrative documents, reference files or desk files maintained by BNSF employees. Examples of Information include, among other things, copies of Records for which an official version exists elsewhere, preliminary or working drafts, copies of presentation materials, distribution copies of reports and memoranda, etc. A more comprehensive list of examples of Information is contained in Examples of Records and Information.

A simple rule to remember is that if you are still using Information, keep it. If there is not a business need to keep Information and there is no relevant pending Hold Order, destroy it. Each employee has an obligation to ensure that there is a proper business purpose for keeping Information.

When an employee leaves a position, supervisors are responsible for reviewing and managing the Records and Information the employee left behind and for ensuring that those Records and Information are retained or destroyed as required by this Policy.

Ownership

All Records and Information relating to, created or acquired in connection with BNSF's business, property or activities are BNSF's property and do not belong to individual employees or third parties, regardless of the subject matter, storage media or location. These Records and Information may be used only for BNSF business purposes and not for any personal purposes of employees. These Records and Information may not be copied for personal use, shown to third parties, or retained for any other purpose except in furtherance of BNSF's business, or as required by law.

BURLINGTON NORTHERN SANTA FE, LLC

Employees must return these Records and Information to BNSF upon request or when separating from the Company.

Destruction of Records and Information

Records should be destroyed when the period of time specified by the Records Retention Schedule has lapsed unless such Records are subject to a Hold Order. Information should be destroyed when no longer needed for a business purpose unless it is subject to a Hold Order. Before destroying Records, a Notice of Records Destruction (form CSU25049) must be prepared and submitted to the Manager - Corporate Policies, Compliance and Records, in the Law Department, unless otherwise directed by him or her. A Notice of Records Destruction is not required for Information unless the Information is the subject of a Hold Order.

If the Records listed on the Notice of Records Destruction qualify for destruction, the Manager - Corporate Policies, Compliance and Records, will authorize destruction of the Records by attaching a Certificate of Destruction (form CSU25050) to the notice and issuing it to the employee who requested destruction of the Records. The certificate names the individual who is authorized to destroy or witness the destruction and provides a space for the individual to sign, verifying that the destruction took place as authorized by the Manager - Corporate Policies, Compliance and Records.

The person authorized to destroy or witness the destruction should verify that all of the Records listed on the notice, and none other than those listed, are destroyed. Once this is done, the completed Certificate of Records Destruction, with the attached Notice of Records Destruction, must be returned to the Manager - Corporate Policies, Compliance and Records.

BNSF employees have primary responsibility for determining how long documents in their possession or control should be retained pursuant to this Policy. Employees may discard Information without prior notification (unless they are covered by a Hold Order).

Hold Orders

A Hold Order informs employees to suspend the destruction of Records and Information even when they are otherwise eligible for destruction under this Policy. A Hold Order is intended to safeguard Records and Information that potentially may be relevant to litigation or investigations involving the Company.

The BNSF Law Department or Tax Department has sole responsibility for determining (i) whether a Hold Order should be issued, (ii) the persons to whom the order should be issued, (iii) the scope of Records and/or Information subject to the order, (iv) the time for which the order is effective, (v) whether and to what extent the Hold Order may be modified and (vi) the proper time to terminate the Hold Order.

BURLINGTON NORTHERN SANTA FE, LLC

Records Retention Schedules

I. Retention Schedule for Records that Transcend Departments

General Retention Schedule

II. Department-Specific Retention Schedules

Corporate Audit Services

Corporate Relations

Engineering

Environmental

Finance

Government Affairs

Human Resources

Labor Relations

Law

Marketing

Mechanical

Medical

Real Property

Resource Protection

Safety

Sourcing

Technology Services

Transportation

III. Examples of Records and Information

Records and Information Hold Order Program

Records and Information Hold Order Program

Burlington Northern Santa Fe Corporation

Records Retention Policy

Policy Name: Records and Information Retention Policy

Effective Date: June 19, 2009

Policy Sponsor: Law Department

Overview and Scope

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Burlington Northern Santa Fe Corporation

Records Retention Policy

Records

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Burlington Northern Santa Fe Corporation

Records Retention Policy

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Burlington Northern Santa Fe Corporation

Records Retention Policy

Records Retention Schedules

I. Retention Schedule for Records that Transcend Departments

<General Retention Schedule>

II. Department-Specific Retention Schedules

<Corporate Audit Services>

<Corporate Relations>

<Engineering>

<Environmental>

<Finance>

<Government Affairs>

<Human Resources>

<Labor Relations>

<Law>

<Marketing>

<Mechanical>

<Medical>

<Real Property>

<Resource Protection>

<Safety>

<Sourcing>

<Technology Services>

<Transportation>

III. <Examples of Records and Information>

Records and Information Hold Order Program

<Records and Information Hold Order Program>

Retention Schedule
Corporate Relations

Category Title	Examples	Retention Requirement
Community Affairs	<ul style="list-style-type: none"> ▪ Records related to participation in or promotion of Company activities ▪ Solicitations for and records related to contributions from charities, civic organizations, etc. 	3 Years
Employee Relations	<ul style="list-style-type: none"> ▪ Publications ▪ Press Releases ▪ Photographs ▪ External Presentation Material 	3 Years
Publicity and Publications	<ul style="list-style-type: none"> ▪ Informative communications to employees <ul style="list-style-type: none"> - Newsletters - Letters from management - Employee Rewards - Employee Recognition Programs - Solicitations for contributions from employees 	5 Years

**Retention Schedule
Engineering**

Category Title	Examples	Retention Requirement
Accident Records	<ul style="list-style-type: none"> ▪ Accident registers ▪ Copies of accident reports required by government entities or insurers ▪ Other records associated with driver accidents 	1 Year
Apportioned License Support Documents	<ul style="list-style-type: none"> ▪ Apportioned Vehicle Monthly Mileage Report ▪ Monthly recaps of mileage driven in each state by an apportioned vehicle ▪ Records used to detail or summarize the travels of our apportioned fleet 	Current Year + 5 Years
Capital Investment Engineering Records	<ul style="list-style-type: none"> ▪ Engineering records related to asset acquisition of property and equipment, improvements, etc. ▪ Engineering assets associated with capital expenditures, purchase of land, buildings, equipment, furnishings, motor vehicles, material transfers, work orders, additions or improvements to building or equipment, condemnations, and property reporting <p>(For Capital Investment – Accounting records, please refer to the Finance Retention Schedule)</p>	Until Disposition of Property + 7 Years
Construction and Field Engineering	<ul style="list-style-type: none"> ▪ Construction / Field Engineering Databases (i.e., Protrak) 	Permanent
Contracts - Public Works Projects	<ul style="list-style-type: none"> ▪ Written contracts ▪ Purchase orders ▪ Authorizations for expenditure (AFE's) ▪ Suspense authorities (SA's) relating to public works projects 	Permanent
Crossing Inspection, Maintenance and Surface Work	Records related to crossing inspection, maintenance and surface work	6 Years
Crossing Databases	<p>Document databases related to Grade Crossings:</p> <ul style="list-style-type: none"> ▪ Crossing Closure Data ▪ Private Crossing Data ▪ Public Projects Data 	Permanent
Geometry Cars Defect Information	Records related to track geometry information recorded by track geometry vehicles	5 Years

**Retention Schedule
Engineering**

Category Title	Examples	Retention Requirement
Hours of Service Railroad Employees	<ul style="list-style-type: none"> Hours of service records required by the FRA for certain railroad employee Crew calling and crew management related records 	6 Years
Hours of Service Railroad Employees TY&E Time Tickets	<ul style="list-style-type: none"> Hardcopy timeslips (trip tickets) printed from the TY&E system showing hours of service and signed by the employee. (The TY&E system data is retained for at least 6 years.) 	2 Years
Hours of Service DOT/FHWA Drivers	<ul style="list-style-type: none"> Hours of service records required by the FMCSA for DOT/FHWA drivers <ul style="list-style-type: none"> - Driver's daily log of duty status - Other relevant supporting documents 	6 Months
Inspections and Tests General	General inspection, maintenance, and repair records relating to specific Company owned motor vehicles <ul style="list-style-type: none"> - Schedules of inspections and maintenance operations to be performed - Records of test results on items such as pushout windows and emergency doors 	Until Disposition of Vehicle + 1 Year
Inspections and Tests Daily	<ul style="list-style-type: none"> Daily vehicle inspection reports or logs prepared by DOT/FHWA drivers at the end of each day's work <ul style="list-style-type: none"> - Information relating to corrective actions, such as certifications of repairs - Driver's review 	3 Months
Inspections and Tests Periodic	<ul style="list-style-type: none"> Reports from periodic inspections identifying individual performing the inspection, date of inspection, vehicle inspected, vehicle components, etc. 	14 Months
Rail Defect Information	<ul style="list-style-type: none"> Records related to rail defect information 	10 Years
Remedy - Signal Trouble Tickets	<ul style="list-style-type: none"> Records related to signal trouble tickets 	6 Years
Remedy - Track Trouble Tickets	<ul style="list-style-type: none"> Records related to track trouble tickets 	6 Years
Bridges	<ul style="list-style-type: none"> Bridge plans, calculations, inspections, etc. 	Life of Bridge or Until Disposition of Property

**Retention Schedule
Engineering**

Category Title	Examples	Retention Requirement
Roadway – Bridges Temporary Structures	<ul style="list-style-type: none"> ▪ Records documenting temporary structures and shoring plans 	Life of Structure or Until Completion of Construction
Roadway – Structures Inspection Records	<ul style="list-style-type: none"> ▪ Records related to inspection of structures (excluding bridges) 	5 Years
Roadway – New Track	<ul style="list-style-type: none"> ▪ Records related to the design, engineering, maintenance, and construction of track 	5 Years
Roadway Track Inspections and Tests	<ul style="list-style-type: none"> ▪ Excepted track inspection record ▪ Visual track inspections ▪ Inspections <ul style="list-style-type: none"> - Switches - Track crossings and lift rail assemblies - Other transition devices on moveable bridges, including identification of specific track inspected, date of inspection, location and nature of any deviation and remedial action taken. ▪ Rail inspection records including date of inspection, location and nature of any internal defects found and remedial actions taken 	5 Years
Roadway Equipment	<ul style="list-style-type: none"> ▪ Records related to the design, engineering, maintenance, and construction of equipment <ul style="list-style-type: none"> - Research and development files - Engineering design and support project files, - Other records that provide a history of any maintenance, repairs, modifications, etc. that were performed on specific structures or equipment - Blueprints, drawings, specifications, and diagrams related to specific facilities, equipment, or structures. 	Life of Equipment + 3 Years
Signal and Train Control Systems General Subject Files	<ul style="list-style-type: none"> ▪ Engineering office records related to the design, engineering and maintenance of signal equipment 	Life of Signal Equipment or Until Sale of Property + 10 Years

**Retention Schedule
Engineering**

Category Title	Examples	Retention Requirement
Signal and Train Control Systems Type 7 Crossing Signal Projects	AFE's related to Type 7 Crossing signal projects	Life of Crossing + 10 Years
Signal and Train Control Systems Joint Interlocking Projects	AFE's related to joint interlocking projects	Life of Interlocking + 10 Years
Signal and Train Control Systems Other Signal Projects	AFE's related to all other signal projects	Until Completion of Project + 10 Years
Signal and Train Control Systems Plans	Current electronic circuit plans, line plans, t&l's, profile tracings and revisions, as-builts, etc.	Life of Equipment + 10 Years (Retain All Historical Revisions for 5 Years)
Signal and Train Control Systems Manufacturing Bulletins	Bulletins received from manufacturers, product manuals, etc.	Life of Equipment + 5 Years
Signal and Train Control Systems Policies and Standards	Engineering policies and standards related to signals.	Until Superseded + 10 Years
Signal and Train Control Systems Inspections and Tests	Test results from inspections of signal and train control systems <ul style="list-style-type: none"> - Semaphore or searchlight signal mechanisms - Switch circuit controllers or point detectors - Shunt fouling circuits, electronic locks, relays, wire and cable insulation resistance - Time releases, timing relays and timing devices - Mechanical locking, approach locking, time locking, route locking, indication locking, traffic locking, switch obstruction, valve locks, valves and valve magnets - Cross protection, power switch restore features, movable bridge locking, roadway elements and test, acknowledgement - Cut-in circuits 	Until Next Record is Filed but Not Less than 6 Year

**Retention Schedule
Engineering**

Category Title	Examples	Retention Requirement
Signal and Train Control Systems Field Maintenance Records	▪ Routine and non-routine maintenance records for systems and equipment, maintained by field offices	Life of System or Equipment
Slow Order Information	▪ Records related to slow order information	3 Years
Track Charts	▪ Track chart records	Until Superseded
Vegetation Cutting, Removal and Spraying at Crossings	▪ Records related to vegetation cutting, removal and spraying at crossings	6 Years

**Retention Schedule
Corporate Audit Services**

Category Title	Description	Retention Requirement
Internal Audits	Internal audit reports, remedial activities, work papers, and internal operational and financial auditing documentation.	7 Years

**Retention Schedule
Environmental**

Category Title	Description	Retention Requirement
Environmental Programs	<ul style="list-style-type: none"> Records related to BNSF programs designed to control, prevent, manage, and raise awareness of potential environmental hazards - Training records 	Permanent
Environmental Audits	<ul style="list-style-type: none"> Records related to auditing and monitoring compliance with environmental regulations, policies, and procedures 	Date of Last Corrective Measure + 5 Years
Hazardous Materials Remediation / Cleanup	<ul style="list-style-type: none"> Remediation program and project management records <ul style="list-style-type: none"> - Remediation permits - Other records related to the cleanup of contaminated sites - Spill reports - Other closing reports related to hazardous material release incidents 	Permanent or as set forth by a particular Order, Decree or Statute
Hazardous Materials Shipping Papers	<ul style="list-style-type: none"> BNSF Form 44 Standard <ul style="list-style-type: none"> - Hazardous Materials Shipping Papers or Dangerous Cargo Manifest used in relation to the shipping of hazardous materials using Company motor vehicles 	1 Year
Hazardous Materials Waste Manifests	<ul style="list-style-type: none"> Hazardous Waste Manifests, exceptions or other reports required under the Resource Conservation and Recovery Act where BNSF is a transporter 	3 Years
Hazardous Materials Incident Reports	<ul style="list-style-type: none"> Department of Transportation Form 5800.1 (Hazardous Materials Incident Report) describing each incident that occurs during the course of transportation that results in the release of hazardous materials 	20 Years
Hazardous Materials State Filings	<ul style="list-style-type: none"> Reports, forms, business plans, and other records submitted to various States relating to the types and quantities of hazardous materials the Company may use at a particular location 	Until Report is Superseded or as Set Forth by a Particular Order, Decree, or Statute
Waste Generating Facilities Contingency Plans	<ul style="list-style-type: none"> Includes facility contingency, prevention, control, and countermeasures and similar plans 	Until Superseded

**Retention Schedule
Environmental**

Category Title	Description	Retention Requirement
Waste Generating Facilities Testing	<ul style="list-style-type: none"> Records related to the testing of BNSF facilities including air quality, ground water, surface water, or other media as they relate to environmental operational permits 	Until Superseded + 5 Years
Waste Generating Facilities Land Disposal Restriction Forms	<ul style="list-style-type: none"> Land disposal restriction forms and associated waste manifest records created by BNSF when shipping restricted wastes to a waste disposal facility 	5 Years
Waste Generating Facilities Storage / Shipment Records	<ul style="list-style-type: none"> Records related to the storage, shipment, and management of hazardous waste and other materials at BNSF owned facilities. <ul style="list-style-type: none"> - Hazardous waste storage area weekly inspection forms - 90 day storage logs - Non-hazardous waste manifests - Battery shipment log sheets - Uniform hazardous waste manifests (EPA Form 8700-22) relating to wastes shipped from BNSF waste generating facilities 	3 Years
Waste Generating Facilities Waste Stream Analytical Data	<ul style="list-style-type: none"> Records documenting the analysis of specific hazardous or non-hazardous waste streams originating at BNSF facilities. <ul style="list-style-type: none"> - Analytical data collected from annual waste - Stream samplings 	Date of Last Waste Stream Disposal + 3 Years

Examples of Records and Information

Records evidence the organization, functions, policies, decisions, procedures, operations, obligations, activities and business transactions conducted by BNSF, and can include, among other things, the following:

Examples of Records:

Category Title	Examples*
Accounting Records	Books of account, analyses, studies, codes
Agreements and Contracts	Original contracts and agreements or the scanned version of the original that is an official record
Telephone messages	A written telephone messages or transcript of a voice mail message indicating a customer complaint about a BNSF service
Letters and Memoranda	Correspondence between customers or vendors and BNSF regarding business operations
E-Mail (including emails with voicemail .wav files attached)	An e-mail that describes a party's agreement or arrangement to contract with BNSF or an email indicating a customer complaint about a BNSF service
Maps or diagrams	Printed diagrams or maps of BNSF track
Opinions	Legal and Accounting Opinions
Records of meetings	Agendas, Minutes, Summaries of formal meetings such as Board of Directors, Disclosure Working Group, etc.
Reports	Formal reports of a department's operational results for a given period or business transactions
Visual Depictions	Photographs, videos, drawings, diagrams, etc. that document formal business activities

Examples of Information:

Category Title	Examples*
Association and Membership Files	General information on external associations and memberships.
Back-Up Media	Diskettes, tapes and other electronic media created for disaster recovery purposes.
Blank Forms	Printed forms, business cards and stationery stock.
Calendars	Calendars, day planners, and electronic calendar data.
Correspondence	Copies of correspondence, often times filed in chronological order to facilitate short-term retrieval.
Directories, Rosters and Distribution Lists	Listings used for reference and/or distribution purposes.
Drafts and Working Files	Drafts, working files and other preliminary versions of records used to produce a finalized record.
Duplicate Copies of Records	Extra or duplicate copies of records created and maintained for reference purposes only, on any medium (paper, microfiche, electronic media).
General Subject Files	Information related to topics of interest, usually files in subject or alphabetical order.
Internal Support and Services	Information related to internal services such as postal operations, graphic services, forms management, services, and requests.
Internal Management Reports and Presentation Material	Status and statistical reports used to update management on activities and progress.
Meeting Files	Notes, agendas, handouts, status reports, minutes, etc. from departmental staff meetings.
Office Supply Packing Slips	Packing slips received with office supply orders.
Plans and Forecasts	Information related to a department's operational, resource and facilities planning and forecasting activities, for internal purposes. May include forecasts, annual operating plans, strategic plans and forecasts, facility requirements and growth forecasts.

Examples of Information:

Category Title	Examples*
Project Files	Final reports, status reports, project meeting information, work papers, and other supporting documentation related to projects or programs.
Publications, Periodicals and Reference	Publications and other informational materials maintained for reference purposes, including: <ul style="list-style-type: none">* Company publications* Competitor research and publications* Industry studies* Computer reference/user manuals* Library and reference material* Magazines and articles* Museum and archival materials* Regulatory and industry information* Technical reference manuals* Training materials - copies* Periodicals, newspapers, trade publications* Books and library material* <i>Seminar and conference handouts</i>
Resumes – Unsolicited	Unsolicited resumes and applications not associated with a specific recruitment.
Subscriptions	Information (such as invoices and receipts) pertaining to subscriptions to electronic and paper journals, periodicals, trade magazines, etc.
Telephone and Voice-mail Messages (including emails with voicemail .wav files attached)	Hard copy message logs and electronic voicemail messages.
Transitory Messages	Informal, routine system-wide messages, including announcements, meeting notices, meeting confirmations, luncheon notices, and other scheduling records.

* Examples are for illustrative purposes only and are not intended to be a complete list of Records and Information.

Retention Schedule
Finance and Accounting

Category Title	Examples	Retention Requirement
Accounts Payable/ Receivable	<ul style="list-style-type: none"> ▪ Vouchers, vendor invoices, requests for payment, local purchases (LP's), check requests and authorizations ▪ Expense reports, reimbursement forms, intercompany billing, remittances, corporate/political contributions, and other expenses ▪ Accounts receivable adjustments and records of invoices, revenue, sales, and other income. 	Current Year + 7 Years
Acquisitions / Divestitures	<ul style="list-style-type: none"> ▪ Records supporting accounting transactions for successful acquisitions and divestitures 	No Longer than 3 Years
Authorizations	<ul style="list-style-type: none"> ▪ Authorizations for expenditure (AFE's) ▪ Suspense authorities (SA's) (unless associated with public works projects (See Retention Schedule for Engineering)) ▪ Financial justifications of capital projects ▪ Capital Project Approval Requests (CPARs) ▪ Authority to Pursue Disposition (APD) 	Minimum of 10 Years After Completion of Project
Bad Debts / Collections	<ul style="list-style-type: none"> ▪ Records related to the monitoring, collecting, and writing off of bad debts <ul style="list-style-type: none"> - Authorizations - Supporting details of uncollectible accounts 	Until Write-Off / Collection + 7 Years
Bank Loans / Credits	<ul style="list-style-type: none"> ▪ Records related to the application, issuance, management, and administration of loans to and from the Company <ul style="list-style-type: none"> - Correspondence and reports to lenders and lendees - Debt information - Work papers - Write-offs, write downs, losses - Promissory notes - Credit guarantees 	Until Disposition of Loan + 7 Years
Banking / Cash Management	<ul style="list-style-type: none"> ▪ Records related to banking and cash management activities <ul style="list-style-type: none"> - Deposits, checks, statements - Reconciliations - Drafts, cancelled checks - Automatic deposit plans - Check registers - Wire transfers 	Current Year + 7 Years

Retention Schedule
Finance and Accounting

Category Title	Examples	Retention Requirement
Bonds, Debentures, Notes	<ul style="list-style-type: none"> Records related to the Company's issuance of debt securities (e.g., mortgage bond, debenture, and note ledgers, certificate transfers, notes receivable, sinking funds) - Bonds, debentures, notes, and mortgages - SEC registration statements 	Life of Investment + 6 Years
Capital Investment Accounting	<ul style="list-style-type: none"> Accounting records related to acquisition and disposition of property and equipment, depreciation, improvements, etc. Financial obligations associated with capital expenditures, purchase of land, buildings, equipment, furnishings, motor vehicles, material transfers, work orders, additions or improvements to building or equipment, condemnations, and property reporting <p>(For Capital Investment Engineering Records, please refer to the Engineering Retention Schedule)</p>	Until Disposition of Property + 7 Years
Contracts and Agreements (General)	<ul style="list-style-type: none"> Contracts and agreements between BNSF and outside parties - Equipment leases 	Until Expiration + 10 Years
Equity Offerings	<ul style="list-style-type: none"> Records related to the Company's preferred stock and common stock offerings, including acquisition related offerings SEC registration statements. 	Review after 6 Years
Escheatment	<ul style="list-style-type: none"> Records related to the escheatment of property (e.g., the process of turning over unclaimed or abandoned property to a state authority) Reports and supporting documentation 	Escheatment of Property + 10 Years
External Auditor Reports	<ul style="list-style-type: none"> Audit reports prepared by external Certified Public Accountants, or auditors on behalf of BNSF business partners 	10 Years
Financial Planning and Budgets	<ul style="list-style-type: none"> Records related to financial planning and forecasting for internal purposes - Financial forecasts, projections, sales forecasts, annual financial plans, strategic plans and forecasts, and financial justifications of capital projects. - Records related to departmental budgets, including actual budgets and budget work papers 	Life of Plan / Forecast + 5 Year
Income Tax Reporting	<ul style="list-style-type: none"> Records related to returns prepared for federal, state, and local income and franchise taxes and federal, state and Railroad Retirement Board payroll taxes - Tax returns - Tax audits and audit work papers - Settlement and closing agreements 	Permanent

Retention Schedule
Finance and Accounting

Category Title	Examples	Retention Requirement
Insurance Certificates	<ul style="list-style-type: none"> ▪ Certificates of Insurance showing proof of insurance 	Until Expiration of Related Contract + 10 Years
Insurance Policies	<ul style="list-style-type: none"> ▪ Records related to insurance coverage for property and casualty liability <ul style="list-style-type: none"> - Policies - Binders - Endorsements - Descriptions covering liability that may manifest in future years, such as hazardous exposure 	Permanent
Internal Control Assessment	<ul style="list-style-type: none"> ▪ Records supporting the assessment of internal control over financial reporting and compliance with the Sarbanes-Oxley Act of 2002 	7 Years
Investments	<ul style="list-style-type: none"> ▪ Records related to passive investments in stocks, bonds, mutual funds, pension funds, etc. used to track and manage investments 	Life of Investment + 6 Years
Journals and Ledgers	<ul style="list-style-type: none"> ▪ Records used to transfer charges between accounts and for summarizing account information <ul style="list-style-type: none"> - Ledgers - Journal entries - Financial statements - Balance sheets. 	10 Years
Management Reporting	<ul style="list-style-type: none"> ▪ Reports and analytical data used to provide internal accounting information to management 	No Longer than 3 Years
Non-Income Tax Reporting	<ul style="list-style-type: none"> ▪ Returns, work papers, and audit materials relating to employment, non-payroll withholding, sales & use, premium, property (real and personal), severance, and excise taxes 	10 Years
Payroll	<ul style="list-style-type: none"> ▪ Records related to the payment of salaries and wages <ul style="list-style-type: none"> - Salary, taxes, garnishments, benefits, contributions, and other adjustments to payroll checks - Original W-2 net pay deposit requests - Time vouchers - Payroll journals 	Current Year + 7 Years
Reconciliations	<ul style="list-style-type: none"> ▪ Balance sheet account reconciliations 	Until Account Closed + 10 Years

**Retention Schedule
General**

Category Title	Examples	Retention Requirement
Business Expenses through Travel eX	<ul style="list-style-type: none"> If you process business expense using Travel eX, the version submitted and retained in Travel eX is the official Record. All other versions, including the original paper invoices and documentation, are Information and should be discarded when there is no longer a business purpose to retain. 	None
Business Licenses/Permits	<ul style="list-style-type: none"> Records of licenses, permits, and registrations for business activities and services obtained by the Company. 	Until Expiration + 6 Years
Contracts - Personal Property	<ul style="list-style-type: none"> Records conveying ownership of personal property, <ul style="list-style-type: none"> - Titles - Loan releases - Records that document ownership throughout ownership period 	Until Disposition of Property + 5 Years
Contracts and Agreements (General)	<ul style="list-style-type: none"> Contracts and agreements between BNSF and outside parties <ul style="list-style-type: none"> - Consulting contracts - Personnel contracts - Financial agreements (Refer to Departmental Schedules for contracts and agreements that are department-specific) 	Until Expiration + 10 Years
Contracts - Purchase and Sale Agreements	<ul style="list-style-type: none"> Purchase or sale contracts relating to personal property (i.e., materials, equipment, or supplies). <ul style="list-style-type: none"> - Purchase orders, excluding those related to public works projects 	Until Expiration + 6 Years
Employee Relations	<ul style="list-style-type: none"> Records related to informative communications to employees <ul style="list-style-type: none"> - Newsletters - Letters from management - Employee awards - Employee recognition programs - Solicitations for contributions 	3 Years
Intellectual Property - Copyrights	<ul style="list-style-type: none"> Forms and supporting materials submitted to register works with the United States Copyright Office 	Life of Copyright + 3 Years

**Retention Schedule
General**

Category Title	Examples	Retention Requirement
Intellectual Property - Patents and Trademarks	Records related to the preparation, filing, and maintenance of patents, trademarks, and service marks with the United States Patent and Trademark Office	Life of Patent / Trademark + 6 Years
Invoices through FastTrack	If you process an invoice using FastTrack, the version submitted and retained in FastTrack is the official Record. All other versions, including the original paper invoices and documentation, are Information and should be discarded when there is no longer a business purpose to retain.	None
Personnel Records	<p>Records that document the work history of individual employees</p> <ul style="list-style-type: none"> - Application for employment and resume - Records documenting changes in job title, status, position, location, and wages or salary - Training, educational, or developmental records - Attendance records - Internal resumes - Certifications / acknowledgements verifying receipt of Company policies and procedures - Performance records, including appraisal forms and corrective action plans - Notices of commendation, warning, discipline, or termination - Separation packages. 	Minimum of 20 Years after Termination of Employee
Policies and Procedures	Records documenting Company approved methods or processes for performing activities to ensure uniformity and compliance with Company and legal requirements. Includes procedures manuals, office and job practices, administrative handbooks, delegations of authority, emergency action plans, etc.	Until Superseded + 10 Years

**Retention Schedule
General**

Category Title	Examples	Retention Requirement
Purchasing and Material Management	<ul style="list-style-type: none"> ▪ Records related to the purchasing and management of materials, supplies, equipment, etc. - Material and supply orders - Requests for bids - Bid and proposal review - Receiving and inspection of merchandise - Proof of receipt of goods and services - Material and supply inventories - Requisitions - Disbursements - Records or reports of materials and supplies received or issued, etc. <p>(For items not handled through Sourcing)</p>	No Longer than 3 Years
Time Sheets General	Records related to the reporting of hours not listed elsewhere.	6 Years

**Retention Schedule
General**

Category Title	Examples	Retention Requirement
Business Expenses through Travel eX	<ul style="list-style-type: none"> If you process business expense using Travel eX, the version submitted and retained in Travel eX is the official Record. All other versions, including the original paper invoices and documentation, are Information and should be discarded when there is no longer a business purpose to retain. 	None
Business Licenses/ Permits	<ul style="list-style-type: none"> Records of licenses, permits, and registrations for business activities and services obtained by the Company. 	Until Expiration + 6 Years
Contracts - Personal Property	<ul style="list-style-type: none"> Records conveying ownership of personal property, <ul style="list-style-type: none"> - Titles - Loan releases - Records that document ownership throughout ownership period 	Until Disposition of Property + 5 Years
Contracts and Agreements (General)	<ul style="list-style-type: none"> Contracts and agreements between BNSF and outside parties <ul style="list-style-type: none"> - Consulting contracts - Personnel contracts - Financial agreements (Refer to Departmental Schedules for contracts and agreements that are department-specific) 	Until Expiration + 10 Years
Contracts - Purchase and Sale Agreements	<ul style="list-style-type: none"> Purchase or sale contracts relating to personal property (i.e., materials, equipment, or supplies). <ul style="list-style-type: none"> - Purchase orders, excluding those related to public works projects 	Until Expiration + 6 Years
Employee Relations	<ul style="list-style-type: none"> Records related to informative communications to employees <ul style="list-style-type: none"> - Newsletters - Letters from management - Employee awards - Employee recognition programs - Solicitations for contributions 	3 Years
Intellectual Property - Copyrights	<ul style="list-style-type: none"> Forms and supporting materials submitted to register works with the United States Copyright Office 	Life of Copyright + 3 Years

**Retention Schedule
General**

Category Title	Examples	Retention Requirement
Intellectual Property - Patents and Trademarks	Records related to the preparation, filing, and maintenance of patents, trademarks, and service marks with the United States Patent and Trademark Office	Life of Patent / Trademark + 6 Years
Invoices through FastTrack	If you process an invoice using FastTrack, the version submitted and retained in FastTrack is the official Record. All other versions, including the original paper invoices and documentation, are information and should be discarded when there is no longer a business purpose to retain.	None
Personnel Records	<p>Records that document the work history of individual employees</p> <ul style="list-style-type: none"> - Application for employment and resume - Records documenting changes in job title, status, position, location, and wages or salary - Training, educational, or developmental records - Attendance records - Internal resumes - Certifications / acknowledgements verifying receipt of Company policies and procedures - Performance records, including appraisal forms and corrective action plans - Notices of commendation, warning, discipline, or termination - Separation packages. 	Minimum of 20 Years after Termination of Employee
Policies and Procedures	Records documenting Company approved methods or processes for performing activities to ensure uniformity and compliance with Company and legal requirements. Includes procedures manuals, office and job practices, administrative handbooks, delegations of authority, emergency action plans, etc.	Until Superseded + 10 Years

Retention Schedule
Finance and Accounting

Category Title	Examples	Retention Requirement
Bonds, Debentures, Notes	<ul style="list-style-type: none"> Records related to the Company's issuance of debt securities (e.g., mortgage bond, debenture, and note ledgers, certificate transfers, notes receivable, sinking funds) - Bonds, debentures, notes, and mortgages - SEC registration statements 	Life of Investment + 6 Years
Capital Investment Accounting	<ul style="list-style-type: none"> Accounting records related to acquisition and disposition of property and equipment, depreciation, improvements, etc. Financial obligations associated with capital expenditures, purchase of land, buildings, equipment, furnishings, motor vehicles, material transfers, work orders, additions or improvements to building or equipment, condemnations, and property reporting <p>(For Capital Investment Engineering Records, please refer to the Engineering Retention Schedule)</p>	Until Disposition of Property + 7 Years
Contracts and Agreements (General)	<ul style="list-style-type: none"> Contracts and agreements between BNSF and outside parties - Equipment leases 	Until Expiration + 10 Years
Equity Offerings	<ul style="list-style-type: none"> Records related to the Company's preferred stock and common stock offerings, including acquisition related offerings SEC registration statements. 	Review after 6 Years
Escheatment	<ul style="list-style-type: none"> Records related to the escheatment of property (e.g., the process of turning over unclaimed or abandoned property to a state authority) Reports and supporting documentation 	Escheatment of Property + 10 Years
External Auditor Reports	<ul style="list-style-type: none"> Audit reports prepared by external Certified Public Accountants, or auditors on behalf of BNSF business partners 	10 Years
Financial Planning and Budgets	<ul style="list-style-type: none"> Records related to financial planning and forecasting for internal purposes - Financial forecasts, projections, sales forecasts, annual financial plans, strategic plans and forecasts, and financial justifications of capital projects. - Records related to departmental budgets, including actual budgets and budget work papers 	Life of Plan / Forecast + 5 Year
Income Tax Reporting	<ul style="list-style-type: none"> Records related to returns prepared for federal, state, and local income and franchise taxes and federal, state and Railroad Retirement Board payroll taxes - Tax returns - Tax audits and audit work papers - Settlement and closing agreements 	Permanent

Retention Schedule
Finance and Accounting

Category Title	Examples	Retention Requirement
Insurance Certificates	▪ Certificates of Insurance showing proof of insurance	Until Expiration of Related Contract + 10 Years
Insurance Policies	▪ Records related to insurance coverage for property and casualty liability <ul style="list-style-type: none"> - Policies - Binders - Endorsements - Descriptions covering liability that may manifest in future years, such as hazardous exposure 	Permanent
Internal Control Assessment	▪ Records supporting the assessment of internal control over financial reporting and compliance with the Sarbanes-Oxley Act of 2002	7 Years
Investments	▪ Records related to passive investments in stocks, bonds, mutual funds, pension funds, etc. used to track and manage investments	Life of Investment + 6 Years
Journals and Ledgers	▪ Records used to transfer charges between accounts and for summarizing account information <ul style="list-style-type: none"> - Ledgers - Journal entries - Financial statements - Balance sheets. 	10 Years
Management Reporting	▪ Reports and analytical data used to provide internal accounting information to management	No Longer than 3 Years
Non-Income Tax Reporting	▪ Returns, work papers, and audit materials relating to employment, non-payroll withholding, sales & use, premium, property (real and personal), severance, and excise taxes	10 Years
Payroll	▪ Records related to the payment of salaries and wages <ul style="list-style-type: none"> - Salary, taxes, garnishments, benefits, contributions, and other adjustments to payroll checks - Original W-2 net pay deposit requests - Time vouchers - Payroll journals 	Current Year + 7 Years
Reconciliations	▪ Balance sheet account reconciliations	Until Account Closed + 10 Years

**Retention Schedule
General**

Category Title	Examples	Retention Requirement
Business Expenses through Travel eX	<ul style="list-style-type: none"> If you process business expense using Travel eX, the version submitted and retained in Travel eX is the official Record. All other versions, including the original paper invoices and documentation, are Information and should be discarded when there is no longer a business purpose to retain. 	None
Business Licenses/ Permits	<ul style="list-style-type: none"> Records of licenses, permits, and registrations for business activities and services obtained by the Company. 	Until Expiration + 6 Years
Contracts - Personal Property	<ul style="list-style-type: none"> Records conveying ownership of personal property, <ul style="list-style-type: none"> - Titles - Loan releases - Records that document ownership throughout ownership period 	Until Disposition of Property + 5 Years
Contracts and Agreements (General)	<ul style="list-style-type: none"> Contracts and agreements between BNSF and outside parties <ul style="list-style-type: none"> - Consulting contracts - Personnel contracts - Financial agreements (Refer to Departmental Schedules for contracts and agreements that are department-specific) 	Until Expiration + 10 Years
Contracts - Purchase and Sale Agreements	<ul style="list-style-type: none"> Purchase or sale contracts relating to personal property (i.e., materials, equipment, or supplies). <ul style="list-style-type: none"> - Purchase orders, excluding those related to public works projects 	Until Expiration + 6 Years
Employee Relations	<ul style="list-style-type: none"> Records related to informative communications to employees <ul style="list-style-type: none"> - Newsletters - Letters from management - Employee awards - Employee recognition programs - Solicitations for contributions 	3 Years
Intellectual Property - Copyrights	<ul style="list-style-type: none"> Forms and supporting materials submitted to register works with the United States Copyright Office 	Life of Copyright + 3 Years

**Retention Schedule
General**

Category Title	Examples	Retention Requirement
Purchasing and Material Management	<p>Records related to the purchasing and management of materials, supplies, equipment, etc.</p> <ul style="list-style-type: none"> - Material and supply orders - Requests for bids - Bid and proposal review - Receiving and inspection of merchandise - Proof of receipt of goods and services - Material and supply inventories - Requisitions - Disbursements - Records or reports of materials and supplies received or issued, etc. <p>(For items not handled through Sourcing)</p>	No Longer than 3 Years
Time Sheets General	Records related to the reporting of hours not listed elsewhere.	6 Years

Retention Schedule
Government Affairs

Category Title	Description	Retention Requirement
Government Relations	▪ Records related to political action committees, the monitoring of government activities and proposed laws	5 Years
Industry Relations	▪ Records related to the Company's interaction with associations such as the AAR	5 Years

Records Retention Schedule
Human Resources

Category Title	Examples	Retention Requirement
Benefit Plans	<ul style="list-style-type: none"> ▪ Records related to Company sponsored benefit plans <ul style="list-style-type: none"> - Medical - Life insurance - Disability - Survivor programs - ESOP, PAYSOP, pension - Vesting criteria - Thrift and profit sharing plans - Separation pay plans - Stock option plans - Vacation entitlements - Educational assistance - Employee relocation programs - SEC registration statements and correspondence explaining the benefit plans 	Expiration of Plan + 20 Years
Contributions / Participation	<ul style="list-style-type: none"> ▪ Records related to contributions and participation in Company-sponsored benefits plans <ul style="list-style-type: none"> - Notifications of eligibility to participate in the plans - Elections by employees for the type and amount of participation in the plans <p>Benefit plans may include insurance, disability, pension, savings, etc.</p>	6 Years
EEO Administration	<ul style="list-style-type: none"> ▪ Records related to the Company's affirmative action program <ul style="list-style-type: none"> - Federal and state EEO reports (e.g., AAP, EEO-1, VETS-100, Canadian Equity Report, and all state EEO reports) - Internal audit information - Federal/state compliance reviews 	3 Years
Employee Records	<ul style="list-style-type: none"> ▪ Vested and non-vested employee benefit records related to cumulative years of service, total pension contributions, accrued benefits 	Permanent
Employee Selection	<ul style="list-style-type: none"> ▪ Records of a general nature related to personnel requests <ul style="list-style-type: none"> - Job applications and resumes - Advertising - Job postings - Interviews - Previous employer information concerning drug and alcohol test results 	3 Years

Records Retention Schedule
Human Resources

Category Title	Examples	Retention Requirement
Employee Selection Employment Testing	<ul style="list-style-type: none"> Pre-employment testing and internal selection testing records 	6 Years
Employee Selection Immigration	<ul style="list-style-type: none"> Includes forms (I-9) required to comply with the Immigration Reform and Control Act 	Until Termination of Employee + 3 Years
Employee Stock Options	<ul style="list-style-type: none"> Records related to all stock option plan, exercises, releases, and request forms 	Until Exercise or Expiration of Option + 20 Years
Job Descriptions	<ul style="list-style-type: none"> Records related to job descriptions <ul style="list-style-type: none"> Job review Position evaluation material such as SPQ's (Salary Position Questionnaires) and NSP's (National Salary Positions) 	As Long as Position Exists + 10 Years
Operational Tests and Locomotive Engineer Certifications	<ul style="list-style-type: none"> Records of operational tests and inspections including program documentation. Records related to the issuance, denial, or revocation of locomotive engineer certificates <ul style="list-style-type: none"> Information supporting the Company's determination, such as data relating to eligibility for certification Information regarding vision and hearing acuity Records concerning demonstration of operational knowledge and performance skills, including those relating to the training, testing, monitoring, and continuing education of locomotive engineers 	Date of Test or Certification + 6 Years
Personnel Records	<ul style="list-style-type: none"> Records that document the work history of individual employees, <ul style="list-style-type: none"> Application for employment and resume Records documenting changes in job title, status, position, location, and wages or salary Training, educational, or developmental records Attendance records and internal resumes Certifications / acknowledgements verifying receipt of Company policies and procedures Performance records (i.e. appraisal forms and corrective action plans) Notices of commendation, warning, discipline, or termination Separation packages 	30 Years after Termination of Employee

Records Retention Schedule
Human Resources

Category Title	Examples	Retention Requirement
Salary Administration	<ul style="list-style-type: none">▪ Records related to determining and monitoring salary and deduction amounts- Salary structure information- Market analyses	6 Years
Training and Development General	<ul style="list-style-type: none">▪ Records related to the development and operation of Company sponsored training programs and seminars- Leadership/management development- Computer software training- Technical training- Illness/injury prevention- Education assistance- Course listings, schedules, requests and approvals- Succession plans	6 Years

**Records Retention Schedule
Labor Relations**

Category Title	Examples	Retention Requirement
Contracts and Agreements	<ul style="list-style-type: none"> ▪ Documentation of employment contracts with BNSF employees ▪ Labor union contracts ▪ Contracts with employee collective bargaining groups <ul style="list-style-type: none"> - Supporting policies and documents contained in subject files on matters such as crew consist and manning - Damages and penalties - Deadheading and travel time - Delay, held and tie ups - Employee travel expenses - Extra lists, pools and unassigned service - Force reduction and furlough - 40-hour week - Holiday pay - Hours, shifts and meal periods - Leave of absence and lay offs - Overtime - Pay, additional service and arbitraries - Pay rates, classifications, seniority - Grades and differentials - Sick leave pay, bereavement pay and jury duty pay - Disputes - Transfer of work - Union shop and union dues 	Permanent
Labor Claims Non-Referable	<ul style="list-style-type: none"> ▪ Records related to non-referable settlements on claims filed by union employees 	Settlement / Close + 6 Years
Labor Claims Referable	<ul style="list-style-type: none"> ▪ Records related to referable settlements on claims filed by union employees 	Settlement / Close + 30 Years
Labor Claims Local Claims	<ul style="list-style-type: none"> ▪ Records related to labor claims made locally that are resolved before being appealed to the highest designated officer 	3 Years

Retention Schedule
Law/Claims Department

Category Title	Examples	Retention Requirement
Board and Committee Meetings	<ul style="list-style-type: none"> Meeting minutes and agendas for Board of Director meetings Board Committee meetings Shareholder annual meeting 	Permanent
Business Ownership	<ul style="list-style-type: none"> Records related to the ownership of the business organization: <ul style="list-style-type: none"> - Shareholder lists and accounts - Stock transactions and transfers - Sales of ownership rights - Cancelled stock certificates 	Minimum of 10 Years
Contracts - Structured Annuity Settlements	<ul style="list-style-type: none"> Structured annuity settlements resulting from general claims against BNSF Casualty and employee injury compensation claims 	Permanent
Corporate Secretary Documentation	<ul style="list-style-type: none"> Formal corporate documentation of the Company and its subsidiaries <ul style="list-style-type: none"> - Incorporation records - Bylaws - Bound volumes documenting mergers, acquisitions, and divestitures. 	Permanent
Employee Charges	<ul style="list-style-type: none"> Records related to all charges filed by employees with the EEOC or any state agency Harassment and discrimination claims Records related to requests for reasonable accommodation and internal complaint investigations regardless of the subject matter 	Minimum of 6 Years after Termination of Employee
External Reporting General	<ul style="list-style-type: none"> Statements, reports, background information, and filings submitted to external parties such as business partners and state or federal government agencies Non-financial audits required by government agencies 	6 Years
External Reporting	<ul style="list-style-type: none"> Periodic reports required by the Securities and Exchange Commission <ul style="list-style-type: none"> - 10-Ks, 10-Qs, 8-Ks - Forms 3, 4 and 5 completed by Officers/Directors 	Permanent
Former Entities	<ul style="list-style-type: none"> Records remaining from former entities that have not been integrated into other Company records 	10 Years

Retention Schedule
Law/Claims Department

Category Title	Examples	Retention Requirement
General Claims	<ul style="list-style-type: none"> Records related to threatened or asserted claims against BNSF 	Until Settlement / Close + 30 Years
General Claims	<ul style="list-style-type: none"> Claims investigation records and releases 	Permanent
Legal Projects, Opinions, Research	<ul style="list-style-type: none"> Legal research or project / case support - Depositions, affidavits - Attorney work product, legal opinions - Judgments, decisions - Records related to legal projects that document specific legal advice given or support the legal position of the Company 	Until Obsolete
Litigation	<ul style="list-style-type: none"> Records related to threatened or asserted litigation or government investigations - Finance Dockets - Abandonments - Administrative agency proceedings - Pleadings, Discovery, Attorney notes - Transcripts, Exhibits, etc. 	Until Settlement / Close + 10 Years
Meetings Support Documentation	<ul style="list-style-type: none"> Board and Committee books Board mailing materials 	6 Years
Records Destruction Documentation	<ul style="list-style-type: none"> Forms, records listings and approvals that support the review and approval of records eligible for destruction 	10 Years
Shareholder Relations	<ul style="list-style-type: none"> Records related to shareholder relations - Shareholder proposals - Voted proxies - Shareholder correspondence 	6 Years

**Retention Schedule
Marketing**

Category Title	Examples	Retention Requirement
Contracts and Agreements (General)	<ul style="list-style-type: none"> Contracts and agreements between BNSF and outside parties - Haulage agreements - Equipment leases 	Until Expiration + 10 Years
Customer Activities	<ul style="list-style-type: none"> Records related to marketing activities with customers - Customer events - Prospects or opportunities - Customer advisories - Customer surveys - Commodity information - Customer profiles - Customer files that contain notices of annual tonnage, confidentiality, force majeure, or rate changes - Correspondence. 	No Longer than 5 Years
Price Publications Contracts and Agreements	<ul style="list-style-type: none"> Signed and unsigned standard freight transportation contracts Master freight transportation contracts with implementing agreements 	Expiration of Contract + 10 Years
Price Publications Private Quotes and Public Prices	<ul style="list-style-type: none"> Documents not captured in Customer Activities - Confidential quotes - Freight all kind (FAK) - Open quotes - Multi-page and single page price lists / tariffs 	4 Years
Rate Offers and Proposals	<ul style="list-style-type: none"> Records related to costing, pricing, rate offers / proposals to customers or to and from other carriers, advertising, and sales promotion 	No Longer than 5 Years

**Retention Schedule
Mechanical**

Category Title	Examples	Retention Requirement
Locomotives Inspections and Tests	<ul style="list-style-type: none"> Includes locomotive departure tests and daily reports on each locomotive <ul style="list-style-type: none"> - Name of carrier - Initials and number of locomotive - Place, date and time of inspection - List of non-complying conditions - Signature of inspector 	92 Days
Locomotives Inspections and Tests - Periodic	<ul style="list-style-type: none"> Records of periodic inspections and tests performed on locomotives and steam generators <ul style="list-style-type: none"> - Periodic inspections of gauges, electrical devices, cable connectors, steam generators, and event recorders - Annual tests of filtering devices, brake systems, and load meters - Biennial tests of valves, valve portions, brake cylinders and master controllers - Main reservoir tests - Tests and inspections recorded on form FRA F 6180-49A (AKA "Blue Cards") 	1 Year
Locomotives Records of Repair / Overhauls	<ul style="list-style-type: none"> Records of repair and overhauls of locomotives <ul style="list-style-type: none"> - Bills - Cost of repair - Description 	Current Year + 7 Years
Railroad Freight Cars - Records of Repair	<ul style="list-style-type: none"> Car Repair Billing (CRB) records 	Current Year + 7 Years
Railroad Freight Cars - Wreck and Damage Files	<ul style="list-style-type: none"> Defect cards and Joint Inspection Certificates 	4 Years
Railroad Freight Cars - Bad Order / Hope Shop Repair Tags	<ul style="list-style-type: none"> Tags or cards attached to defective cars in movement for repair 	90 Days After Removal From Car

Retention Schedule
Mechanical

Category Title	Examples	Retention Requirement
Railroad Freight Cars - Train Yard Inspections	▪ Train yard inspection records	3 Years

**Retention Schedule
Medical**

Category Title	Examples	Retention Requirement
Drug Testing Program Administration	<ul style="list-style-type: none"> ▪ Records related to drug / alcohol testing programs, including records related to the administrative / collection process for tests administered under the authority of both the DOT and BNSF - Laboratory reports - Certification statements - Test data - Random selection methodology - Procedure manuals - Annual reports and summaries - Excluded tests - Follow-up tests scheduled - Planned tests - Road and yard audits - Test calendars and test parameters - Reasonable cause and reasonable suspicion records - Mandatory post accident testing records - Evidential Breath Testing (EBT) device inspection, maintenance and calibration records 	5 Years
Drug Testing Negative Results	<ul style="list-style-type: none"> ▪ Records of employee negative drug/alcohol test results - Custody and control documents for DOT and BNSF authorized testing - Canceled tests 	2 Years (hardcopies) / 10 Years (electronic versions)
Drug Testing Positive Results	<ul style="list-style-type: none"> ▪ Records of pre-employment and employee positive drug / alcohol test results - Custody and control documents for DOT and BNSF authorized testing - Documentation of refusals - Adulterated and substituted tests - Employee evaluation, referral, return to duty, recommendation - Follow-up test records 	10 Years
Drug Testing Pre-Employment Negative Results	<ul style="list-style-type: none"> ▪ Records of pre-employment negative drug test results for individuals hired 	2 Years (hard copies) / Duration of Employment (electronic versions)
Drug Testing Email Notification	<ul style="list-style-type: none"> ▪ Email notifications of drug and alcohol test results 	6 Months

**Retention Schedule
Medical**

Category Title	Examples	Retention Requirement
Drug Testing Pre-Employment Negative Results Non Hired Individuals	<ul style="list-style-type: none"> Records of pre-employment negative drug test results for individuals not hired 	Current Year + 2 Years
Employee Exposure Records	<ul style="list-style-type: none"> Medical records related to the testing of employee exposure to physical hazards and toxic substances 	40 Years after Termination of Employee
Employee Medical Records	<ul style="list-style-type: none"> Medical records related to the treatment, examination, and medical history of individual employees <ul style="list-style-type: none"> - Physicals - Information on illnesses, accidents, injuries, etc. - Audiometric test records - Summary records of employee drug/alcohol test results 	30 Years after Termination of Employee
Hazardous Substance Communications	<ul style="list-style-type: none"> Material safety data sheets Hazardous substance communications Other records that document possible exposure to hazardous or toxic substances 	Until Obsolete or Superseded + 40 Years
Pre-Employment Medical Records Non Hired Individuals	<ul style="list-style-type: none"> Medical Records related to post offer examinations <ul style="list-style-type: none"> - Physical exams - Medical histories - Audiometric and vision test records 	Current Year + 3 Years
Medical and Industrial Hygiene Training Records	<ul style="list-style-type: none"> Records that document the training history of individual employees related to medical and industrial hygiene, such as training related to <ul style="list-style-type: none"> - Asbestos, lead, hearing conservation, - Chemicals, PPE, safety/ergonomic training - Training recorded electronically in ASPEN - Medical and industrial Hygiene air monitoring training 	30 Years after Termination of Employee

Retention Schedule
Real Property

Category Title	Examples	Retention Requirement
Contracts – Real Property Management	<ul style="list-style-type: none"> ▪ Contracts and agreements between BNSF and outside parties for management, use, etc., of real property <ul style="list-style-type: none"> - Leases, licenses, permits - Easements - Track agreements - Line sales - Joint facility agreements - Environmental consent decrees - Other agreements with a potential environmental impact (i.e., right of entry or access permits and wastewater treatment permits) 	Permanent
Contracts – Short Term Permits and Leases	<ul style="list-style-type: none"> ▪ Short-term permits/leases <ul style="list-style-type: none"> - House moves - Environmental sampling - Other agreements involving short-term access to Company property 	Until Expiration + 1 Year
Real Property	<ul style="list-style-type: none"> ▪ Records conveying ownership of real property <ul style="list-style-type: none"> - Titles - Deeds - Mortgage property releases - Right-of-way maps - Station maps - Other maps that identify property ownership - Records that document ownership throughout ownership period 	Permanent
Unclaimed Property / Escheat	<ul style="list-style-type: none"> ▪ Records of unclaimed property reported to states under escheat laws 	15 Years

**Retention Schedule
Resource Protection**

Category Title	Examples	Retention Requirement
Criminal History Records	<ul style="list-style-type: none"> ▪ Records of individuals involved in criminal matters <ul style="list-style-type: none"> - Master name index - Field interview information gathered from trespassers found on Company property 	Review after 6 Years
Daily Activity Logs	<ul style="list-style-type: none"> ▪ Records related to the daily activity of security guards 	2 Years
General	<ul style="list-style-type: none"> ▪ Records related to the protection of employees, equipment, property, and information <ul style="list-style-type: none"> - Inventories of stolen or recovered property, security clearances, pass card and password lists 	6 Years
Investigations	<ul style="list-style-type: none"> ▪ Records related to specific crime and incident investigations 	Minimum Close of Investigation + 6 Years

**Retention Schedule
Safety**

Category Title	Examples	Retention Requirement
Accident / Incident Reports	<ul style="list-style-type: none"> Records related to accidents and incidents involving grade crossings, railcars, rails, etc. - Summary reports submitted to the FRA - Accident / incident case files - Derailment reports 	Current Year + 6 Years
Accident / Incident Reports	<ul style="list-style-type: none"> Records maintained in the safety accident reporting system related to accidents and incidents involving trains, grade crossings, personal injuries, company vehicles, and train separations 	Date of Accident + 25 Years
Safety Program Documents	<ul style="list-style-type: none"> Individual safety program manuals and related documents maintained by each worker. 	Until Superseded
Safety Meeting Materials	<ul style="list-style-type: none"> Records related to local safety meetings conducted on a regular basis - Rule books - Special instructions - Safety program manuals - Agendas - Meeting minutes - Action items 	6 Years
Safety Complaints	<ul style="list-style-type: none"> Complaints, queries and comments regarding specific safety issues submitted locally by employees 	Until Resolution + 7 Years
Safety Reports of Unsafe Motorists/Trespassers	<ul style="list-style-type: none"> Records related to reports of unsafe motorists/trespassers 	5 Years

Retention Schedule
Sourcing

Category Title	Examples	Retention Requirement
Purchasing and Material Management	<p>Records related to the purchasing and management of materials, supplies, equipment, etc.</p> <ul style="list-style-type: none"> - Material and supply orders - Requests for bids - Bid and proposal review - Receiving and inspection of merchandise - Proof of receipt of goods and services - Material and supply inventories - Requisitions - Disbursements - Records or reports of materials and supplies received or issued, etc. 	<p>No Longer than 3 Years</p> <p>Sourcing Also</p>

**Retention Schedule
Technology Services**

Category Title	Examples	Retention Requirement
Accounting and Financial Data	<ul style="list-style-type: none"> ▪ Electronic data maintained on hard disks, removable disks, tapes, etc., that is generated or retained by the Company's information systems and supports official accounting or financial books and records in accordance with IRS Revenue Procedure 98-25. Excludes system data copied to the Data Warehouse. ▪ (See also Accounting and Finance retention codes) 	Current Year + 10 Years
Data Warehouse	<ul style="list-style-type: none"> ▪ Electronic data copied from various Company information systems to the data warehouse for purposes of research, analysis, and decision support 	No Longer than 10 Years for Operational and Financial
General System Data	<ul style="list-style-type: none"> ▪ Electronic data maintained on hard disks, removable disks, tapes, etc., that is generated or retained by the Company's information systems and serves as an official Company record. Excludes system data copied to the Data Warehouse. 	Determined by Applicable Retention Requirements Contained in this Policy
General Systems Documentation	<ul style="list-style-type: none"> ▪ Where applicable, records related to original application and system design and implementation <ul style="list-style-type: none"> - Requirements definition - Detailed design and development plans and project files - Conversion documents - Program listings - Records related to changes and modifications to initial system design, user tests, etc. 	20 Years
System Security Disaster Recovery	<ul style="list-style-type: none"> ▪ Official Disaster Recovery Plan / Business Resumption Procedures for information systems 	Until Obsolete / Superseded
Systems Security Access Rights	<ul style="list-style-type: none"> ▪ Records that document decisions to grant, modify, or revoke access rights relating to internal computer systems 	While Access is in Effect + 3 Years

**Retention Schedule
Transportation**

Category Title	Examples	Retention Requirement
Contracts and Agreements - Contract Compliance Passenger Service	<ul style="list-style-type: none"> Records related to compliance or performance under agreements between BNSF and AMTRAK or any other entity offering rail passenger service - Invoice support records related to calculations of reimbursable amounts, incentive calculations, etc. 	Until Expiration
Hours of Service Railroad Employee	<ul style="list-style-type: none"> Hours of service records required by the FRA for certain railroad employee - Crew calling and crew management related records 	6 Years
Hours of Service Railroad Employee TY&E Time Tickets	<ul style="list-style-type: none"> Hardcopy timeslips (trip tickets) printed from the TY&E system showing hours of service and signed by the employee. (The TY&E system data is retained for at least 6 years.) 	2 Years
Hours of Service DOT/FHWA Drivers	<ul style="list-style-type: none"> Hours of service records required by the FHWA for DOT/FHWA drivers - Driver's daily log of duty status - Other relevant supporting documents 	6 Months
Transportation Car Distribution and Movement	<ul style="list-style-type: none"> Records related to car distribution and movement - Car orders - Interchange reports - Inbound/outbound reports - Switch lists - Yard checks - Dispatcher's record of train movements - Delay reports - Track warrants and track permits - Train location lineups, train consists, and train schedules - Loading/unloading records - Scale tickets - Per diem and mileage reports - Constructive placement (CP) notices - Demurrage and storage records - Intermodal dispatch requests / authorizations 	3 Years
Transportation Wheel Reports	<ul style="list-style-type: none"> Wheel reports, wheel mounting diagrams and wheel mounting logs 	10 years

**Retention Schedule
Transportation**

Category Title	Examples	Retention Requirement
Transportation Train Activity Reports	<ul style="list-style-type: none"> ▪ Train Activity Reports - Checklists - TY&E Time Tickets 	2 Years
Transportation Shipping	<ul style="list-style-type: none"> ▪ Records related to the transportation or movement of freight - Bills of lading - Movement waybills - Freight bills - Claims and settlements - Consignor's shipping notices or orders - Diversions - Reconsignments - Correction notices - Services Interruption Records - 	5 Years
Transportation Shipping Claims	<ul style="list-style-type: none"> ▪ Reports, statements, tracers, and other data pertaining to unclaimed, over, short, damaged, and refused freight (i.e. uniform exception reports, distressed load reports, auto inspection records, and authorities for disposal of unclaimed, damaged, and refused freight) 	7 Years
Transportation Import / Export	<ul style="list-style-type: none"> ▪ Records related to imports and exports - Records related to customs duties and export declarations. 	6 Years
Transportation Locomotive Event Recordings	<ul style="list-style-type: none"> ▪ Locomotive event recorder data removed from a locomotive involved in an accident that is required to be reported to the FRA. 	90 Days After Date of Accident Unless Otherwise Notified

Appendix I

RECORDS AND INFORMATION HOLD ORDER PROGRAM

SCOPE

A. APPLICATION OF THE RECORDS AND INFORMATION HOLD ORDER PROGRAM

This Records and Information Hold Order Program ("Program") is intended to assist Burlington Northern Santa Fe Corporation and its wholly owned subsidiaries (collectively "BNSF") in complying with the law with regard to document retention when the Law Department has determined that a Hold Order, as defined in this Program, is required. Specifically, the Program sets forth guidelines for the issuance of and response to a Records and Information Hold Order ("Hold Order"). A Hold Order suspends the Retention Schedule on all Records and Information subject to the Hold Order.

The BNSF Law Department, or the BNSF Tax Department for tax-related matters, (hereinafter the "Issuing BNSF Department") determines when it is appropriate to issue a Records and Information Hold Order ("Hold Order"). The Issuing BNSF Department is responsible for identifying the persons to whom the Hold Order should be directed and the scope of Records and Information subject to the Hold Order. The BNSF Claims Department follows its own evidence collection and preservation practices and thus is typically not subject to Hold Orders. Employees may be asked to retain Records and/or Information that are potentially relevant to impending or current litigation regardless of whether a Hold Order has been issued.

If you have questions regarding any Hold Order, please contact Gunnar Rasmussen at (817) 352-1548 or the handling attorney named in the Hold Order.

B. DEFINITION OF "RECORDS" AND "INFORMATION"

1. Records

As used in this Program, "Records" are defined in the Records and Information Retention Policy.

2. Information

As used in this Program, "Information" is defined in the Records and Information Retention Policy.

C. RECORDS AND INFORMATION SUBJECT TO THE PROGRAM

The Program applies to non-electronic Records and Information in your possession, custody and control, as well as electronic Records and Information reasonably accessible, as determined by the issuing BNSF Department.

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RECORDS AND INFORMATION HOLD ORDER PROGRAM

1. Reasonably Accessible

As used in this Program, the term "reasonably accessible" as it applies to electronic Records and Information means electronically stored data routinely used by the Company.

The issuing BNSF Department, with the assistance and support of the Technology Services Department, will advise whether electronically-stored Records and/or Information are reasonably accessible.

2. Retention of Information

Employees are ordinarily under no obligation to maintain Information; however, if Information becomes subject to a Hold Order prior to its destruction, employees must protect and maintain it as long as the Hold Order is in effect.

3. Duplicates and Drafts

The Record and Information Retention Policy does not require employees to retain duplicate copies of Records or Information; however, once a Hold Order has been issued, employees must maintain and protect drafts and copies that differ from other forms of the same Record or Information, such as previous versions or documents containing notations, markings, changes, modifications or alterations in his/her possession.

D. MODIFICATION OF HOLD ORDER

Circumstances surrounding an occurrence that initially triggered a Hold Order may change, requiring the Issuing BNSF Department to expand or narrow the scope of a Hold Order. Upon determination that the scope of a Hold Order should be modified, the Issuing BNSF Department will send a supplement of the Hold Order to all persons subject to the order.

ADMINISTRATION

A. NOTIFICATION

The record retention periods in the Policy must be followed unless a Hold Order suspends the record retention period. Once the Issuing BNSF Department has determined that a Hold Order is necessary and has identified the scope of the Hold Order and the persons to whom it should be directed, an email describing the Hold Order is sent from a centralized email address (LawDepartment@bnsf.com) as soon as is practicable.

Appendix I

RECORDS AND INFORMATION HOLD ORDER PROGRAM

The Issuing Department will determine the details contained in the Hold Order, which may include the following:

- Subject/case
- Litigation type
- Designated attorney
- Designated paralegal
- Hold Order contact person
- Outside counsel firm and attorney
- Status of the Hold Order
- Distribution list of all departments and employees who are subject to the Hold Order

Any BNSF employee who receives notification of the issuance of a Hold Order, and who has knowledge of Records and/or Information (1) stored off-site, (2) held by other persons in their department, (3) held by persons in other BNSF departments, (4) held by subcontractors, agents and third parties who act as representatives for BNSF and/or (5) any other third parties who may have relevant Records and/or Information should also immediately advise the Law Department of the location of the Records and/or Information.

If you have potentially responsive Records and/or Information that are potentially responsive, you should take the following actions:

- Follow any instructions contained in the Hold Order
- Ensure that the Records and/or Information are stored securely and are protected from destruction or deletion.

Any BNSF employee who receives notification of a Hold Order, and who has Records and/or Information potentially responsive to the Hold Order, is to take all reasonable steps to understand its subject matter and scope, and retain Records and/or Information subject to the Hold Order. Once a BNSF employee learns that a Record and/or Information he/she possesses is subject to a Hold Order, he/she is primarily responsible for retaining the Record and/or Information.

When BNSF employees who maintained Records and/or Information potentially responsive to a Hold Order leave the Company or transfer to another position within BNSF, they are responsible for ensuring that any Records and Information subject to the Hold Order continue to be preserved. Prior to leaving the Company or moving to a new position, the employee should discuss this matter with his or her supervisor to determine the best method for ensuring continued compliance with the Hold Order. Updated information concerning the responsible party and location of the Records and Information should be provided to the Law Department.

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RECORDS AND INFORMATION HOLD ORDER PROGRAM

TERMINATION OF HOLD ORDERS

A Hold Order remains in effect until the Issuing Department determines that it is no longer appropriate. Once the Issuing Department has determined that it is appropriate to terminate the Hold Order, the Law Department will notify all affected employees and third parties who were subject to the Hold Order that the Hold Order has been terminated. Upon termination of the Hold Order, the suspension of the Record and Information Retention Schedule is ended and the Records and Information are again subject to the retention periods contained therein.